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Ground Instructors

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Change:

This advisory circular (AC) provides guidance for pilot applicants, pilots, flight instructors, ground instructors, and examiners on the certification standards, knowledge test procedures, and other requirements in Title 14 of the Code of Federal Regulations (14 CFR) part 61. This revision provides guidance for those persons seeking a student pilot certificate and endorsements for student pilot privileges.

A handwritten signature in black ink, appearing to read "John S. Duncan".

John S. Duncan
Director, Flight Standards Service

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1. PURPOSE. This advisory circular (AC) provides guidance for pilot applicants, pilots, flight instructors, ground instructors, and examiners on the certification standards, knowledge test procedures, and other requirements in Title 14 of the Code of Federal Regulations (14 CFR) part 61.

2. CANCELLATION. AC 61-65E CHG 1, Certification: Pilots and Flight and Ground Instructors, dated January 6, 2014, is canceled.

3. RELATED READING MATERIAL (current editions):

- AC 60-28, FAA English Language Proficiency Standards Required for an FAA Certificate Issued Per 14 CFR Parts 61, 63, and 65.
- AC 61-98, Currency Requirements and Guidance for the Flight Review and Instrument Proficiency Check.
- AC 61-107, Aircraft Operations at Altitudes Above 25,000 Feet Mean Sea Level or Mach Numbers Greater Than .75.
- FAA-G-8082-1, Airline Transport Pilot, Aircraft Dispatcher, and Flight Navigator Knowledge Test Guide.
- FAA-G-8082-5, Commercial Pilot Knowledge Test Guide.
- FAA-G-8082-7, Flight and Ground Instructor Knowledge Test Guide.
- FAA-G-8082-13, Instrument Rating and Instrument Instructor Rating Knowledge Test Guide.
- FAA-G-8082-17, Recreational Pilot and Private Pilot Knowledge Test Guide.
- Federal Aviation Administration (FAA) Order 8080.6, Conduct of Airman Knowledge Tests.
- Special Federal Aviation Regulation (SFAR) No. 100-2, Relief for U.S. Military and Civilian Personnel Who Are Assigned Outside the United States in Support of U.S. Armed Forces Operations.

4. PILOT TRAINING AND TESTING. Part 61 contains the aeronautical experience, certification requirements, responsibilities, privileges, and limitations for each grade of certificate: student pilot, sport pilot, recreational pilot, private pilot, commercial pilot, airline transport pilot (ATP), instrument rating, flight instructor, and ground instructor. Under the “total training concept,” the areas of operation specified for each grade of certificate by part 61 encompasses the areas of operation and tasks contained in the Airman Certification Standards (ACS) or practical test standards (PTS), as appropriate. Instructors are responsible for training applicants “...to acceptable standards in all subject matter areas, procedures, and maneuvers included in the tasks within the appropriate practical test standard.” For example:

a. An applicant for a private pilot certificate must have logged the aeronautical experience as required by part 61 and have had his or her logbook endorsed by his or her certificated flight instructor (CFI) who determines that the applicant is proficient in the appropriate areas of operation listed in part 61, § 61.107(b).

b. The flight maneuvers associated with each of the areas of operation listed in § 61.107 are found under similar titles in the current editions of the appropriate ACS or PTS. The standards for successful completion of each maneuver and procedure are noted in the elements of each task in the appropriate ACS or PTS.

5. KNOWLEDGE TESTS. The knowledge tests for the sport pilot certificate, recreational pilot certificate, private pilot certificate, commercial pilot certificate, airline transport pilot certificate, flight instructor certificate, ground instructor certificate, and ratings cover the subject areas in which aeronautical knowledge is required by part 61.

a. Knowledge Test Administration. If required by § 61.35(a)(1), an appropriate knowledge test will only be administered to an applicant who presents acceptable evidence of completion of the required training.

b. Evidence of Completion. Applicants are not required to show such evidence to take the ATP, CFI, certificated ground instructor (CGI), military competency, or foreign pilot instrument knowledge tests unless they are applying to retake a test after failing that test (per § 61.49). However, all persons seeking an ATP Certificate in the airplane category with a multiengine class rating must present a graduation certificate from an approved provider certifying completion of the training required by § 61.156 when applying for the ATP multiengine airplane knowledge test.

c. FAA Computerized Knowledge Test Program. The FAA computerized knowledge test program has been implemented to provide expeditious testing services for applicants at locations and times convenient to the public. For the location of computerized testing centers, contact the nearest Flight Standards District Office (FSDO) or use the list of computerized testing centers at <http://www.faa.gov/pilots/testing/>.

d. Relief for Persons Supporting U.S. Armed Forces Operations, SFAR 100-2. FSDOs are authorized to accept an expired knowledge test report to show eligibility under part 61 to take a practical test from an eligible person that meets the requirements of SFAR 100-2. The eligible person must present the FSDO with the required documents along with FAA Form 8710-1, Airman Certificate and/or Rating Application.

6. COMPLETION OF GROUND TRAINING OR A HOME STUDY CURRICULUM. Ground training courses to prepare for the aeronautical knowledge test may be offered by pilot schools, colleges, aviation organizations, and individual flight or ground instructors. Home study curricula are available from representatives of the aviation industry. Home study curricula individually developed by students should be compiled from material described in the applicable FAA knowledge test guide. The student, to show evidence of a ground school or home study curriculum completion, may use any one of the following methods:

a. A certificate of graduation from a pilot training course conducted by an FAA-certificated pilot school, appropriate to the certificate or rating sought, or a statement of accomplishment from the school certifying satisfactory completion of the ground school portion of the course;

b. An endorsement from an authorized instructor who has certified that the applicant has satisfactorily completed the ground training required for the certificate or rating sought and is prepared for the test;

c. A certificate of graduation or statement of accomplishment from a ground school course, appropriate to the certificate and rating sought that was conducted by an agency such as a high school, college, adult education program, the Civil Air Patrol, or a Reserve Officer's Training Corps flight training program;

d. A certificate of graduation from an industry-provided aviation home study course. The certificate must be developed by the aeronautical enterprise providing the study material. The certificate of graduation must correspond to the FAA knowledge test for the certificate or rating sought. The aeronautical enterprise providing the course of study must also supply a comprehensive knowledge test, which can be scored as evidence that the student has completed the course of study. The knowledge test must be sent to the course provider for scoring. Upon satisfactory completion of the examination, a graduation certificate signed by an authorized CFI of the course provider will be provided to the student; or

e. Applicants are encouraged to obtain ground training from the sources described in subparagraphs 6a through 6d above. An applicant who is unable to provide any of the above documents when applying for a knowledge test may present an individually developed home study course to an appropriately rated flight or ground instructor. The instructor will review the course materials and may question the applicant to determine that the course was completed and that the applicant does possess the knowledge required for the certificate or rating sought. The instructor will then complete an endorsement certifying that the applicant is prepared for the knowledge test.

7. VERIFICATION OF IDENTITY, AGE, AND ENGLISH LANGUAGE

PROFICIENCY. Applicants for knowledge tests and airman certificates must provide positive proof of identification, address, and age at the time of application. The applicant's English language proficiency must also be assessed at the time of application, as well as during each training and testing event.

a. Identification. An unexpired official government-issued means of identification presented must include a photograph of the applicant and the applicant's signature. This information may be presented in more than one form of identification. Appendix 2, Pilot Certificate Applicant Identity Verification, provides expanded guidance and suggested documents when verifying the applicant's identity and examples of accepted forms of identification. Whenever possible, utilize an official U.S. Government Web site for the most current and acceptable forms of identification. The following are recommended U.S. Government Web sites:

- <http://www.TSA.gov>;
- <http://www.DHS.gov>; and
- <http://www.USCIS.gov>.

NOTE: The content of Appendix 2 is not the only acceptable form of verifying and validating an applicant's identity.

b. Address. A mailing address (block E2) for delivery of the applicant's certificate may be indicated on FAA Form 8710-1 or FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot, as appropriate. However, the residential address (block E1) required for official record purposes for a certificate must represent the airman's actual permanent residential street number, city, state, and ZIP code, including apartment number where appropriate. If the applicant has a foreign address, the country must be stated. If a residential address does not exist, the applicant must provide, attached to the application, the geographic location of his or her residence on a separate piece of paper and attest by signature. This can be in the form of a map or written directions to the applicant's physical residential address. An alternate mail delivery address (post office box, rural route, flight school address, personal mail box (PMB), commercial address, or other mail drop location, as applicable) is unacceptable as the applicant's mailing address, unless the applicant also provides their residential address. In the case of an applicant who resides on a boat, the boat dock number or vessel registration number must be provided. If the applicant resides in a recreational vehicle (RV), the tag number, vehicle identification number (VIN), and registration number must be provided. The flight instructor attaches these papers to FAA Form 8710-1.

NOTE: The address shown in block E2 will be printed on the permanent airman certificate, if different than block E1.

c. Age. Applicants applying for a student pilot certificate, knowledge test, and practical test must show they meet the minimum age requirement for the certificate sought. In the case of an applicant under the age of 18 years, the applicant's parent or guardian may have to accompany the applicant and identify themselves in accordance with regular application procedures. If the parent or guardian attests to the applicant's identity, the parent or guardian's photograph identification information should be placed on the "Airman's Identification" block of the "Attachments" section of FAA Form 8710-1, and a remark added indicating the parent's identification was used if the applicant is applying for a student pilot certificate. When applying to take a knowledge test, applicants must show that they will meet the minimum age requirement for the certificate sought within 24 calendar-months of the date of application for the knowledge test, with the exception of those pilots applying for the ATP multiengine airplane knowledge test. An ATP multiengine airplane knowledge test report is valid for 60 calendar-months. Therefore, the minimum age for an applicant is 18 years of age.

d. English Language Proficiency. Unless otherwise authorized by the Administrator, no person may be issued nor may any person exercise the privileges of an FAA certificate issued under 14 CFR part 61 unless that person meets the FAA Aviation English Language Proficiency (FAA AELP) standard. Designated examiners, flight and ground instructors, training center evaluators, check airmen, training agencies, aviation safety inspectors (ASI), and aviation safety technicians (AST) share the responsibility for ensuring that airmen and applicants meet FAA AELP requirements. Before accepting an application for certification, to include processing an application for a student pilot applicant, or issuing an endorsement for solo operations or a practical test, the applicant's English language proficiency must be evaluated in accordance with the guidelines contained in the appendix of the current version of AC 60-28, as well as

Operational Level 4 of the International Civil Aviation Organization (ICAO) Language Proficiency Scale. To ensure the applicant is properly evaluated, FAA AELP Evaluators must develop multiple plans of action as described in AC 60-28 to conduct an FAA AELP evaluation. This will ensure that their evaluation does not become predictable. Also, FAA AELP Evaluators should access the following Web site to familiarize themselves with ICAO ELP operational levels: <http://cfapp.icao.int/rssta/RSSTA.cfm>.

NOTE: An evaluation of the airman's aviation English language proficiency should be made prior to accepting an application for certification, to include processing an application for a student pilot certificate, or issuing an endorsement for solo operations or a practical test.

8. PRACTICAL TESTS.

a. A practical test is conducted to evaluate the applicant's knowledge, skill, and management of risk for the pilot certificate and rating sought. During a practical test, the examiner will evaluate the applicant based on oral examination and observation of performance-based skills in accordance with the appropriate ACS or PTS. However, oral testing may be used at any time during the practical test. An examiner is responsible for determining whether the applicant meets the standards outlined in the objective of each required task evaluated in accordance with the appropriate ACS or PTS.

b. For elements of a maneuver or procedure on the practical test in which the applicants are required to be tested orally or by written questions, the PTS uses the words "...The applicant exhibits knowledge of..." or "...the applicant exhibits instructional knowledge of..." in the area of each task noted as "Objective."

c. For elements of a maneuver or procedure on the practical test in which the applicants are required to demonstrate their piloting skills, the PTS uses words such as "considers situations, maintains, utilizes, initiates, transitions to, arrives at, establishes and maintains, remains aware, avoids situations, selects, properly, makes a, recognizes, stops, completes," etc., in the area of each task noted as "Objective."

d. For elements associated with tasks in the ACS, similar language is used in the objective as stated above for the PTS; however, the ACS evaluates knowledge, risk management, and skill elements on each task. Each element uses language to clarify whether the evaluation will be accomplished through oral or performance evaluation.

e. In accordance with § 61.45(a), a full flight simulator (FFS) or flight training device (FTD) may be used for some or all of the practical test as authorized through an FAA-approved testing or checking program or curriculum. Use of an Aviation Training Device (ATD) is not authorized on a practical test for a certificate or rating or for an aircraft type rating. Additional information on the use of an FFS, FTD, or ATD can be found in the appropriate appendix of the ACS or PTS for the pilot certificate or rating sought.

9. LIGHT-SPORT AIRCRAFT WITH A SINGLE PILOT STATION.

a. In accordance with § 61.45(f), a practical test may be conducted in a light-sport aircraft that has a single pilot station. The FAA believes that with certain limitations, it is appropriate to allow the practical test, at the sport pilot certificate level only, to be conducted from the ground by a Designated Pilot Examiner (DPE) or an ASI. The DPE or ASI must agree to conduct the practical test in a single-seat aircraft and must ensure that the practical test is conducted in accordance with the sport pilot PTS or ACS, as appropriate for single-seat aircraft. Knowledge of all tasks applicable to the category/class of aircraft will be evaluated orally. Single-seat sport pilots must demonstrate competency in those specific tasks identified in the ACS or PTS, as appropriate, and any other tasks selected by the examiner. The examiner must be in a position to observe the operation of the aircraft and evaluate the proficiency of the applicant from the ground.

b. The limitation “No passenger carriage and flight in a single-pilot station aircraft only” will be placed on the person’s pilot certificate, which limits a pilot to operations in a single-seat light-sport aircraft, and no passenger carriage will be authorized. Only a DPE or an ASI is authorized to remove this limitation. This can be accomplished when the sport pilot takes a practical test in a two-place light-sport aircraft and conducts the additional tasks identified in the ACS or PTS, as appropriate. This practical test may be conducted in the same or additional category of aircraft.

c. Upon successful completion of the practical test, the limitation will be removed and the sport pilot is authorized to act as pilot in command (PIC) in all categories of light-sport aircraft for which he or she has an endorsement. The limitation can also be removed if the sport pilot completes the certification requirements in an aircraft with a minimum of two places, for a higher certificate or rating.

d. A sport pilot who is issued a certificate with a single-seat limitation must complete a flight review, as required by § 61.56. If the flight review is conducted in an aircraft, it must be in an aircraft with a minimum of two pilot stations, in which the pilot is rated, and with an authorized instructor who is current and qualified to act as PIC.

e. An instructor may perform a proficiency check for an additional category or privilege in accordance with § 61.321 to be added to a sport pilot certificate or higher using a single-seat light-sport aircraft, provided the instructor is also a DPE or an ASI.

f. The instructor or ASI must agree to conduct the practical test in a single-seat light-sport aircraft and must ensure that the proficiency check is conducted in accordance with the sport pilot PTS or ACS, as appropriate, for single-seat aircraft. Knowledge of all tasks applicable to the category or class of aircraft will be evaluated orally. Those pilots seeking sport pilot privileges in a single-seat light-sport aircraft must demonstrate competency in those specific tasks identified in the appropriate ACS or PTS and any other tasks selected by the instructor.

g. The instructor or ASI must have radio contact and be in a position to observe the operation of the light-sport aircraft and evaluate the proficiency of the applicant from the ground.

h. On successful completion of the proficiency check, the instructor or ASI will issue an endorsement with the following limitation: “No passenger carriage and flight in a single-pilot station aircraft only (add category/class)” limiting the pilot’s operations to a single-seat aircraft in this category and class. The instructor must sign this endorsement with his or her CFI and examiner number.

i. This limitation can be removed once the pilot has successfully completed a proficiency check involving the additional tasks identified in the appropriate ACS or PTS in a two-pilot station light-sport aircraft for the specific category and class rating sought and in accordance with § 61.321. The proficiency check must be conducted in the same category and class of light-sport aircraft. Upon successful completion of the proficiency check, the pilot will be issued an endorsement for the light-sport aircraft privilege sought. The guidance on how to complete the FAA Form 8710-11 sport pilot proficiency check can be found at http://www.faa.gov/licenses_certificates/airmen_certification/sport_pilot/media/proficiency_check.pdf.

10. PREREQUISITES FOR PRACTICAL TESTS. Except as provided by § 61.39, each applicant must have received an endorsement from an authorized instructor who certified that the applicant received and logged the required flight time/training in preparation for the practical test within 2 calendar-months preceding the month of the application and has been found proficient to pass the practical test.

NOTE: If an endorsement is required, it must also state that the applicant has satisfactory knowledge of the subject areas in which he or she was shown to be deficient by the FAA airman knowledge test report.

a. All applicants must have the required endorsements specified in part 61 for the aircraft category, class, and/or type rating.

b. All applicants who apply for retest of a practical test must present another endorsement from their instructor in accordance with §§ 61.43(f) and 61.49(a)(2) that states the applicant has been given the necessary training and is prepared for the practical test. An instructor’s recommendation on FAA Form 8710-1 is required for each retest following a notice of disapproval conducted for a certificate or rating. Credit of previously passed areas of operations may be given provided the retest is conducted within 60 calendar-days of the date of the notice of disapproval.

c. No additional endorsements are required for applicants who apply for a practical test after being issued a Letter of Discontinuance, provided the practical test is completed within 60 calendar-days from the date on the Letter of Discontinuance.

d. Except as noted below applicants must hold at least a current third-class medical certificate. The following lists those that do not require at least a third-class medical:

(1) An applicant for a sport pilot certificate with a glider category or balloon class rating.

(2) An applicant for a flight instructor certificate with a sport pilot rating, glider category rating, or a balloon class rating.

(3) An applicant for a pilot certificate with a glider category or balloon class rating.

(4) An applicant being administered a practical test in an FFS or FTD.

e. The ability to read, speak, write, and understand the English language is an eligibility requirement that applies to all pilot certificates, ratings, and privileges. No certificate, rating, or privilege will be issued if the applicant cannot meet this requirement, except when such inability to read, speak, write, and understand the English language is due to medical reasons and as permitted under § 61.13(b), and as allowed by other CFR sections. See paragraph 7 above for additional guidance and reference material.

11. STUDENT PILOT CERTIFICATION. Specific knowledge, flight proficiency, flight experience, and endorsement requirements for the student pilot certificate are located in part 61 subpart C.

a. A person may apply for a student pilot certificate with one of the following authorized individuals: a CFI, a DPE, through an FAA ASI or AST, or with an Airman Certification Representative (ACR) associated with a 14 CFR part 141 pilot school. All student pilot certificates will be issued by the Civil Aviation Registry (AFS-700) on a high quality plastic card stock containing tamper- and counterfeit-resistant features. Once a student pilot certificate has been issued, the pilot must hold a current medical certificate while exercising solo privileges in an airplane, rotorcraft, powered-lift, or airship. Sport, glider and balloon student pilots are not required to hold a medical certificate (refer to § 61.23(b)(3)).

NOTE: A Temporary Airman Certificate will not be issued for use while waiting for the permanent certificate to be received. The permanent certificate must be in the pilot's possession to exercise solo privileges.

b. Additional information on the eligibility requirements for student pilots can be found in § 61.83, and the general limitations for student pilots can be found in § 61.89.

NOTE: If an applicant has a known medical issue that would require a limitation on their student pilot certificate, refer that applicant to the jurisdictional FSDO to ensure the application is processed with the correct limitations.

12. ACCEPTANCE OF A STUDENT PILOT APPLICATION. Authorized individuals may accept a person's application for an FAA student pilot certificate by utilizing the FAA's Integrated Airman Certification and/or Rating Application (IACRA) or the paper FAA Form 8710-1.

13. IACRA. Authorized individuals are encouraged to utilize IACRA for the purpose of accepting a student pilot application. IACRA is a Web-based certification/rating application system that guides the user through the FAA's application process. IACRA may be accessed on the Internet at <https://iacra.faa.gov/iacra/>. The Web site also contains an instruction manual for additional assistance.

14. CFI REGISTRATION PROCESS FOR ACCEPTING AN APPLICATION FOR A STUDENT PILOT CERTIFICATE. In order for a CFI to accept a student pilot application, the CFI must be registered in IACRA as the role of "Recommending Instructor." The CFI may proceed to the IACRA Web site and click on the "Register" link within the "Login" window. The next screen will permit the CFI to select the "Recommending Instructor" role under the "Instructors" heading. The CFI should follow the onscreen prompts to complete the registration. Even though the instructor is utilizing the role of a certifying officer, his or her signature will be reflected in the "Instructor Action" section of FAA Form 8710-1.

15. DPE, ACR, ASI/AST ROLE TO USE FOR PROCESSING STUDENT PILOT APPLICATIONS. When a DPE, ACR, ASI, or AST is processing an application for a student pilot certificate, that authorized individual should utilize the role of "Recommending Instructor."

16. ESTABLISHING ELIGIBILITY. In accordance with § 61.193(b), before processing an application for a student pilot certificate, the authorized individual must ensure the applicant meets the eligibility requirements of § 61.83 as well as verify the applicant's identity. The authorized individual should use AC 60-28 and the ICAO Web site to prepare for the assessment. The AC outlines the required procedures to ensure the applicant meets the FAA AELP standards. The ICAO Web site can be found at <http://cfapp.icao.int/rssta/RSSTA.cfm>. After conducting an assessment of the applicant's English language proficiency, in accordance with AC 60-28, if it is determined the applicant does not meet the FAA standard, process the application by:

a. When utilizing IACRA, answer the questions concerning FAA AELP. The system will recognize if the applicant has or has not met the FAA AELP and process the application as necessary. No additional paperwork will be required to be mailed to the jurisdictional FSDO.

b. When utilizing a traditional FAA Form 8710-1, if it is determined the applicant does not meet the eligibility requirements of § 61.83, the authorized individual will check the "Reject Student Pilot Certificate Application" box in the appropriate section on the last page (e.g., Instructor Action section, Designated Examiner or Airman Certification Representative Report section, etc.). The authorized individual will also check the box in the FAA AELP statement at the bottom of the last page on the application, "does not meet FAA Aviation English Language Proficiency." After verifying the application is complete, forward this application to the jurisdictional FSDO for data entry and processing, even if the applicant does not meet the eligibility requirements. The address and contact information for the jurisdictional FSDO can be found at http://www.faa.gov/about/office_org/field_offices/fsdo/.

NOTE: If the applicant does not meet the eligibility requirements of § 61.83, DO NOT check the accepted box. The accepted box should only be checked once it is determined the applicant meets the eligibility requirements. Check the rejected student pilot application box and continue processing the

application. The terms “accept” and “reject” are used to notify AFS-700 if the applicant does or does not meet the requirements for the issuance of a student pilot certificate. If the applicant does not meet the eligibility requirements, the application should still be processed and mailed to the jurisdictional FSDO or AFS-700, as appropriate.

17. APPLICATION PROCESS UTILIZING IACRA. A person who meets the eligibility requirements of a student pilot certificate may register as an applicant through IACRA, which stores FAA Form 8710-1 electronically until an authorized individual accesses the form. FAA Form 8710-1 may be accessed by an authorized individual by searching for the person’s unique FAA tracking number (FTN) assigned by an FAA internal system after the person has completed the required items on the student pilot application form. The authorized individual will verify that the applicant meets the regulatory eligibility requirements and that the application has been completed properly. Additionally, the authorized individual will verify the applicant’s identity and input the photograph identification data into IACRA when prompted according to paragraph 7 above. Once the authorized individual has completed the application through IACRA, it will be transmitted electronically to AFS-700 for processing. The student pilot applicant can expect the pilot certificate to arrive via the U.S. Postal Service approximately 3 weeks from the date of application submission.

18. APPLICATION PROCESS UTILIZING TRADITIONAL FAA FORM 8710-1.

Applicants have the ability to apply for a student pilot certificate in paper format on the FAA Form 8710-1 to ensure all applicants have the uninterrupted ability to apply for an FAA student pilot certificate. The same information captured on the paper FAA Form 8710-1 is captured within IACRA. Once it is verified the applicant meets the eligibility requirements of § 61.83, the authorized individual will check the “Accepted Student Pilot Certificate Application” box in the appropriate section. The authorized individual will also select the “meets FAA Aviation English Language Proficiency” box in the FAA AELP statement at the bottom of the last page of the application. Once the authorized individual has verified that the application was completed in accordance with the form’s instructions and FAA Order 8900.1, Flight Standards Information Management System (FSIMS), Volume 5, Chapter 1, Section 3 (<http://fsims.faa.gov/>), the authorized individual will send the completed student pilot application to their jurisdictional FSDO for data entry. The address and contact information for the jurisdictional FSDO can be found at http://www.faa.gov/about/office_org/field_offices/fsdo/. Once the data is captured, the FSDO will mail the application file to AFS-700 via first-class mail to the following address: DOT/FAA, Airmen Certification Branch, AFS-760, P.O. Box 25082, Oklahoma City, OK 73125. The FAA notes that the submittal of a paper FAA Form 8710-1 may delay the issuance of a student pilot certificate because of mailing time to AFS-700. Once AFS-700 receives the student pilot application, the student pilot applicant can expect the pilot certificate to arrive via the U.S. Postal Service approximately 3 weeks from the date of application submission.

19. DOCUMENTATION OF IDENTIFICATION ON TRADITIONAL FAA

FORM 8710-1. CFIs accepting a person's application for a student pilot certificate should review the person's photograph identification presented at the time of application to confirm it is current and valid. The flight instructor should document the type of identification and number submitted (e.g., Virginia driver's license number A12345678 and expiration date xx/xx/xxxx) on the FAA Form 8710-1 "Airman's Identification" section in accordance with the guidelines in paragraph 7 above.

20. PRESOLO REQUIREMENTS AND PRIVILEGES.

a. A current paper student pilot certificate will maintain valid until its expiration date or when superseded with another airman certificate. A new student pilot certificate issued on a plastic card does not have an expiration date. However, some of the endorsements that authorize and limit a student pilot's privileges are valid for 90 days from the date of endorsement. Regardless of the student pilot certificate being paper or plastic, these endorsements are required to be issued in the student pilot's logbook to exercise solo privileges, unless a higher level pilot certificate has been obtained. These endorsements must be given by an authorized flight instructor who gave the training to the student (per § 61.87(p)).

b. The following presolo requirements must be met:

(1) Before being authorized to conduct a solo flight, a student pilot must have demonstrated satisfactory aeronautical knowledge by completion of a knowledge test (refer to § 61.87(b)).

(2) Before being authorized to conduct a solo flight, a student pilot must have received and logged the flight training required by § 61.87(c) and 61.87(d) through 61.87(m), as appropriate.

(3) Satisfactory aeronautical knowledge and an acceptable performance level must have been demonstrated to an authorized instructor, in accordance with § 61.87(b).

c. The solo endorsement required by § 61.87(n) is required every 90 days for the student to be afforded continuing solo privileges.

d. A student pilot may operate an aircraft in solo flight at night provided that student has received the required flight training at night and the appropriate endorsements as required by § 61.87(o). This endorsement is also required every 90 days for the student to be afforded continuing solo privileges at night.

NOTE: A student pilot seeking a sport pilot certificate is not authorized to operate a light-sport aircraft at night, per § 61.89(c).

(1) A student pilot may operate an aircraft on a solo cross-country flight provided that student has received the training required by § 61.93(e) through 61.93(m), as appropriate, has demonstrated acceptable skills, abilities, and competency to his/her instructor who then would endorse the student's logbook in accordance with § 61.93(c).

NOTE: A certificated pilot seeking sport pilot privileges in an aircraft in which the pilot does not hold category and class is required to have completed the requirement of a flight review in accordance with § 61.56 before conducting solo operations. Under § 61.56(g), a certificated pilot is not considered a student pilot when seeking solo privileges in a category/class aircraft in which the pilot is not already certificated.

(2) Except for cross-country flights described by § 61.93(b), before each solo cross-country flight, an instructor must endorse the student's logbook per § 61.93(c). The instructor who makes the endorsement to authorize this solo cross-country flight will personally review the student's preflight planning and preparation and attest to the correctness and preparedness of the student's cross-country planning under the known circumstances. The instructor may add limitations to the endorsement to ensure an accurate written understanding between the student and the instructor to better ensure the safety of the flight.

NOTE: This endorsement does not need to be made by the instructor who normally provides training to the student. However, the flight instructor would have the responsibility to ensure that all other required endorsements have been previously provided, such as the endorsement required by § 61.93(b)(2)(ii) for conducting solo cross-country flights.

e. A flight instructor may authorize a student to practice solo takeoffs and landings at an airport within 25 nautical miles (NM) (or 15 NM in the case of a powered parachute) from the airport at which the student pilot is normally receiving training after meeting the requirements of § 61.93(b)(1).

f. A student pilot may be authorized to make repeated, specific solo cross-country flights that are not greater than 50 NM from the point of departure if the student meets the requirements of § 61.93(b)(2). The authorized instructor should specify in the student's logbook endorsement the conditions under which the flights may be made.

g. A student pilot who seeks a sport pilot certificate or a recreational pilot certificate and wants to obtain privileges to operate in Class B, C, and D airspace, at an airport located in Class B, C, or D airspace, and to, from, through, or at an airport having an operational control tower, must receive and log ground and flight training from an authorized instructor on the aeronautical knowledge areas listed in § 61.94(a) and have received a logbook endorsement in accordance with § 61.94(b).

h. A student pilot may NOT operate an aircraft in solo flight in Class B airspace or on a solo flight to, from, or at an airport located in Class B airspace unless that student pilot has received the ground and flight training and instructor endorsements required by § 61.95(a) and 61.95(b).

i. Unless there is an emergency, no student may make a solo flight landing at any point other than the airports allowed by the endorsements provided by the instructor in accordance with § 61.93.

21. SPORT PILOT CERTIFICATION. Specific knowledge, flight proficiency, flight experience, and endorsement requirements for the sport pilot certificate are located in part 61 subpart J.

a. An applicant for a sport pilot certificate must possess at least a valid student pilot certificate.

b. The flight instructor is given discretion in developing a training program to meet the requirements of § 61.309. The rule provides the specific minimum aeronautical experience requirements that must be met.

c. A sport pilot certificate is issued without a specific category or class listed. A logbook endorsement is required for each category and class of light-sport aircraft a sport pilot is qualified to fly.

d. The FAA has established a list of light-sport aircraft, which is available online at http://www.faa.gov/aircraft/gen_av/light_sport/media/ExistingModels.pdf.

e. An authorized flight instructor must supervise the training and experience required in obtaining additional sport pilot privileges. Additional training requirements and endorsements are established for the following additional privileges:

(1) Category or class of light-sport aircraft (§ 61.321).

(2) Operate a light-sport aircraft in Class B, C, or D airspace, at an airport located in Class B, C, or D airspace, or to, from, through, or on an airport having an operational control tower (§ 61.325).

(3) Operate a light-sport aircraft that has a maximum speed in level flight with maximum continuous power (VH) greater than 87 Knots Calibrated Airspeed (KCAS) (§ 61.327).

f. Any pilot exercising sport pilot privileges in an aircraft for which the pilot does not hold category or class privileges on a higher-level pilot certificate, does not hold the appropriate medical certificate, or is seeking sport pilot privileges must understand and comply with all sport pilot privileges and limitations, particularly the applicable operating limits and endorsement requirements in part 61 subpart J. Section 61.303 establishes which operating limits and endorsement requirements apply to the operation of a light-sport aircraft, depending on the type of certificate or rating a pilot holds and the medical eligibility requirements the pilot meets. For example, a pilot holds a recreational pilot certificate, but not a medical certificate, and wishes to exercise sport pilot privileges. The pilot must comply with cross-country requirements in § 61.101(c), even if the flight does not exceed 50 NM from the departure airport (refer to § 61.303). The pilot must also comply with the additional training requirements and endorsements established in subparagraph 21c. (See also paragraph 20.)

g. Each pilot exercising sport pilot privileges must carry his or her logbook and other evidence of the required endorsements from an authorized instructor on each flight. Other evidence of the required endorsements from an authorized instructor may be a preprinted card or record that includes the endorsements. (Refer to § 61.51(i)(3).)

h. A recreational pilot or higher, when exercising sport pilot privileges, is required to have an endorsement for only the category and/or class of light-sport aircraft for which he or she is not authorized to act as PIC. A sport pilot is required to have an endorsement for the category and class aircraft in which he or she is authorized to act as PIC.

22. RECREATIONAL PILOT CERTIFICATION. Specific knowledge, flight proficiency, flight experience, and endorsement requirements for the recreational pilot certificate are located in part 61 subpart D.

a. Section § 61.101 contains all limitations that pertain to the recreational pilot certificate and outlines procedures for obtaining additional certificates or ratings. An authorized flight instructor must supervise the training and experience required in furtherance of a higher level of certificate. Each flight conducted by the recreational pilot under those provisions must be authorized by the flight instructor's endorsement in the recreational pilot's logbook.

b. Recreational pilots may act as PIC on a flight that is in Class B, C, and D airspace, at an airport located in Class B, C, or D airspace, and to, from, through, or on an airport having an operational control tower after having received the required training and endorsement in accordance with § 61.101(d). Recreational pilots must have their logbook in their personal possession during flight in accordance with § 61.101(d)(3).

c. Recreational pilots who want to fly beyond 50 NM from the departure airport where training was received must receive additional ground and flight training on the private pilot cross-country training requirements of part 61 subpart E and must receive an instructor endorsement in accordance with § 61.101(c). Recreational pilots must have their logbook in their personal possession when operating an aircraft in accordance in § 61.101(c)(3).

23. PRIVATE PILOT CERTIFICATION. Specific knowledge, flight proficiency, flight experience, and logbook endorsement requirements for the private pilot certificate are located in part 61 subpart E.

a. An applicant for a private pilot certificate must possess at least a valid student pilot certificate, sport pilot certificate, or a recreational pilot certificate.

b. The flight instructor is given discretion in developing a flight training program to meet the requirements of part 61 subpart E. The rule provides the specific minimum aeronautical experience requirements that must be met.

c. Applicants must meet night experience requirements regardless of medical qualification considerations. The only exception is listed in § 61.110.

d. Private pilot airplane applicants must also accomplish the minimum requirement for 3 hours of control and maneuvering of an airplane solely by reference to instruments specified in § 61.109 in an airplane. The 3 hours of flight training in a powered-lift on the control and maneuvering of a powered-lift solely by reference to instruments (refer to § 61.109(e)(3)) do not have to be conducted by a certificated flight instructor—instrument (CFII).

e. Except in accordance with § 61.110, a person who does not meet the night flying requirements in a gyroplane, powered parachute, or weight-shift-control aircraft (§ 61.109(d)(2), § 61.109(i)(2), or § 61.109(j)(2)) may be issued a private pilot certificate with the limitation “Night Flying Prohibited.” This limitation may only be removed by an authorized examiner or ASI if the pilot complies with the requirements of § 61.109(d)(2), § 61.109(i)(2), or § 61.109(j)(2), as appropriate.

f. Private pilots and applicants seeking a private pilot certificate must understand and comply with all private pilot privileges and limitations, including compensation or hire and expense sharing, in accordance with §§ 61.113 through 61.117.

24. COMMERCIAL PILOT CERTIFICATION. Specific knowledge, flight proficiency, flight experience, and endorsement requirements for the Commercial Pilot Certificate is located in part 61 subpart F.

a. An applicant for a Commercial Pilot Certificate must hold at least a private pilot certificate issued under part 61.

NOTE: This may be a standard U.S. pilot certificate, or a § 61.75 pilot certificate that is based on a foreign pilot license or meets the requirements of § 61.73. The person may be able to apply for a Commercial Pilot Certificate by being able to meet the requirements of § 61.73 (i.e., able to qualify for the Commercial Pilot Certificate under the special rules for military pilots or former military pilots). If a person is basing application for a Commercial Pilot Certificate on a § 61.75 pilot certificate, the authenticity of the foreign pilot license must be verified through the person’s foreign civil aviation authority (CAA).

b. An applicant for an unrestricted Commercial Pilot Certificate with an airplane or powered-lift category rating must hold or concurrently obtain the appropriate instrument rating.

25. ATP CERTIFICATION. Specific knowledge, flight proficiency, flight experience, and endorsement requirements for an ATP Certificate, including a restricted privileges ATP Certificate, are located in part 61 subpart G.

a. An Applicant for an ATP Certificate Must Possess One of the Following:

(1) A Commercial Pilot Certificate and an instrument (airplane, helicopter, or powered-lift) rating issued under part 61;

(2) A foreign ATP license or a foreign commercial pilot license and an instrument (airplane, helicopter, or powered-lift) rating, without geographical limitations, issued by a contracting state to the Convention on International Civil Aviation. If applying for an ATP Certificate based on holding a foreign pilot license and ratings, the authenticity of that foreign pilot license must be verified through the foreign CAA; or

(3) Be a military pilot or former military pilot and have met the requirements of § 61.73 that qualifies the applicant for a Commercial Pilot Certificate with an instrument (airplane, helicopter, or powered-lift) rating.

b. Instructor Recommendation. An instructor recommendation is not required, unless the applicant has failed the practical test and is retesting. Applicants for retest must comply with the appropriate retest requirements of § 61.49. In addition, the instructor must sign the applicant's FAA Form 8710-1 application for the retest.

c. ATP Certification Training Program (CTP) (§ 61.153(e)). The ATP CTP is required for applicants seeking an ATP Certificate with an airplane category multiengine class rating, or an ATP Certificate issued concurrently with an airplane type rating, and is intended to prepare the applicant to operate safely in those operations which require an ATP Certificate by rule. After July 31, 2014, all persons seeking an ATP Certificate with airplane category multiengine class rating will be required to present a graduation certificate certifying the completion of an ATP CTP when applying for the ATP airplane multiengine class rating knowledge test.

NOTE: A restricted privileges ATP Certificate allows the holder to act as second in command (SIC) in 14 CFR part 121 operations (except flag or supplemental operations that require three or more pilots). All applicants for a restricted privileges ATP Certificate must meet the requirements of § 61.160 and, when applying for the ATP multiengine airplane knowledge test, they must present a graduation certificate certifying completion of an ATP CTP.

26. FLIGHT INSTRUCTORS OTHER THAN FLIGHT INSTRUCTORS WITH A SPORT PILOT RATING. Specific knowledge, flight proficiency, flight experience, and endorsement requirements for the flight instructor certificate, other than flight instructors with a sport pilot rating, is located in part 61 subpart H. To be eligible for a flight instructor certificate, an applicant must:

a. Hold a Commercial Pilot Certificate or an ATP Certificate with an aircraft rating appropriate to the flight instructor rating sought and that was issued under part 61.

b. Hold an instrument rating/instrument privileges (e.g., instrument privileges, as on an ATP Certificate the instrument privileges are conferred) on the applicant's pilot certificate, if the applicant is seeking a flight instructor certificate with an airplane category, powered-lift rating, or instrument rating, and was issued under the pertinent certification requirements of part 61.

c. Have a logbook endorsement certifying that the applicant has been given the required ground and flight training and has been found competent to pass the practical test. An instructor who meets the requirements of § 61.195(h) must make the endorsement.

d. Have logged at least 15 hours as PIC in the category and class of aircraft that is appropriate to the flight instructor rating sought.

e. For applicants applying for a flight instructor certificate with airplane and glider category ratings, the applicant must have received a logbook endorsement that attests to satisfactory demonstration of instructional proficiency of stall awareness, spin entry, spins, and spin recovery procedures in airplanes or gliders, as appropriate. A logbook endorsement that attests to satisfactory demonstration of instructional proficiency of stall awareness, spin entry, spins, and spin recovery procedures is required for the initial flight instructor certificate (for a rating in airplanes or gliders). This means, even if the applicant were to initially seek a flight instructor certificate with an airplane multiengine rating, the applicant would still be required to receive a logbook endorsement that attests to satisfactory demonstration of instructional proficiency of stall awareness, spin entry, spins, and spin recovery procedures. However, the training would be required to be performed in an airplane (most likely a single-engine land airplane) that does not contain any restrictions from spins.

27. FLIGHT INSTRUCTORS WITH A SPORT PILOT RATING. Specific knowledge, flight proficiency, flight experience, and endorsement requirements for the flight instructor certificate with a sport pilot rating is located in part 61 subpart K. To be eligible for a flight instructor certificate with a sport pilot rating an applicant must:

a. Hold a current and valid sport, recreational, or private pilot certificate with category and class ratings or privileges, as applicable, that are appropriate to the flight instructor privileges sought.

b. Have a logbook endorsement certifying that the applicant has met the aeronautical experience required by § 61.411 for the category and class privileges, as applicable, that are appropriate to the flight instructor privileges sought.

c. Have a logbook endorsement certifying that the applicant has been given the ground and flight training required by § 61.409 and has been found competent to pass the practical test. An instructor who meets the requirements of § 61.415 or § 61.429 must make the endorsement.

d. The training and experience required to obtain additional sport pilot flight instructor privileges must be supervised by an appropriately authorized flight instructor. Additional training requirements and endorsements are established for the following additional privileges:

(1) To provide training in an additional category or class of light-sport aircraft, an applicant must meet the training requirements and endorsements required in § 61.419. The applicant must successfully complete a proficiency check from an authorized instructor other than the instructor who trained him or her, and provide a completed FAA Form 8710-11 to the authorized instructor.

(2) To provide training in an additional make and model of light-sport aircraft, an applicant must have at least 5 hours of flight time in a make and model of light-sport aircraft within the same set of aircraft in which he or she provides training.

(3) To provide training in a light-sport aircraft with a VH less than or equal to 87 KCAS, an applicant must have the endorsement specified in § 61.327(a), or be otherwise authorized to operate a light-sport aircraft with a VH less than or equal to 87 KCAS.

NOTE: The training and endorsements are not required if you have logged flight time as PIC of an airplane with a V_H less than or equal to 87 KCAS prior to April 2, 2010.

(4) To provide training to operate a light-sport aircraft in Class B, C, and D airspace, at an airport located in Class B, C, or D airspace, and to, from, through, or on an airport having an operational control tower, an applicant must have the endorsement specified in § 61.325, or be otherwise authorized to conduct operations in this airspace.

(5) To provide training in a light-sport aircraft with a V_H greater than 87 KCAS, an applicant must have the endorsement specified in § 61.327(b), or be otherwise authorized to operate a light-sport aircraft with a V_H greater than 87 KCAS.

e. For applicants applying for a flight instructor certificate with sport pilot rating with airplane or glider category privileges, the applicant must have received a logbook endorsement that attests he or she is competent and possesses instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures after receiving flight training in those training areas in an airplane or glider, as appropriate, that is certificated for spins.

(1) An applicant who seeks additional category and class privileges to be added to his/her flight instructor certificate with sport pilot rating in an airplane or glider would be required to receive the same training and logbook endorsement.

(2) This training would be required to be performed in a single-engine airplane or glider (preferably a light-sport aircraft) that does not contain any restrictions from spins.

f. For single-place aircraft, presolo flight training must be provided in an aircraft that has two pilot stations and is of the same category and class applicable to the certificate, rating, or privilege sought.

g. To provide ground or flight training for a private pilot certificate with a powered parachute or weight-shift-control aircraft rating, an applicant must hold at least a private pilot certificate with the applicable category and class rating; a flight instructor certificate with a sport pilot rating or privileges, and the applicable flight instructor category and class privileges.

h. All flight instructors with a sport pilot rating or privileges must carry his or her logbook or other evidence of the required authorized instructor endorsements on all flights. Other evidence of the required authorized instructor endorsements may be a preprinted card or record that includes the endorsements. (Refer to § 61.51(i)(5).)

28. GOLD SEAL FLIGHT INSTRUCTOR CERTIFICATES OTHER THAN FLIGHT INSTRUCTORS WITH A SPORT PILOT RATING. The specific requirements for the gold seal flight instructor certificate other than flight instructors with a sport pilot rating are contained in Order 8900.1, Volume 5, Chapter 2, Section 13. Flight instructor certificates bearing distinctive gold seals are issued to flight instructors who have maintained a high level of flight training activity and who meet special criteria. Once issued, a gold seal flight instructor certificate will be reissued each time the instructor's certificate is renewed. Applicants for gold seal flight instructor certificates must meet the following requirements:

a. The flight instructor must hold a Commercial Pilot Certificate with an instrument rating (glider flight instructors need not hold an instrument rating) or an ATP Certificate;

b. The flight instructor must hold a ground instructor certificate with an advanced or instrument ground instructor rating; and

c. The flight instructor must have accomplished the following within the previous 24 calendar-months:

(1) Trained and recommended at least 10 applicants for a practical test, and at least 80 percent of the applicants passed their tests on the first attempt;

(2) Conducted at least 20 practical tests as a DPE, or graduation tests as chief instructor of a part 141 approved pilot school course; or

(3) A combination of the above requirements. (Two practical tests conducted equal the credit given for one applicant trained and recommended for a practical test.)

29. GOLD SEAL FLIGHT INSTRUCTOR CERTIFICATES WITH A SPORT PILOT RATING. The specific requirements for the gold seal flight instructor certificate with a sport pilot rating are contained in Order 8900.1, Volume 5, Chapter 2, Section 12. Flight instructor certificates bearing distinctive gold seals are issued to flight instructors who have maintained a high level of flight training activity and who meet special criteria. Once issued, a gold seal flight instructor certificate will be reissued each time the instructor's certificate is renewed. Applicants for gold seal flight instructor certificates (with a sport pilot rating) must meet the following requirements:

a. The flight instructor must hold at least a sport pilot certificate;

b. The flight instructor must hold a ground instructor certificate with a basic ground instructor rating; and

c. The flight instructor must have accomplished one of the following within the previous 24 months:

(1) Trained and recommended at least 10 applicants for an original certificate with at least 80 percent of those applicants recommended passing the practical test on his or her first attempt;

(2) Conducted at least 20 certification practical tests as an examiner or conducted 20 certification graduation tests as a chief flight instructor for an approved pilot school course; or

(3) A combination of the requirements in subparagraphs 29c(1) and (2). (Two certification practical tests/certification graduation tests equate to one trained and recommended applicant.)

30. RENEWAL OF A FLIGHT INSTRUCTOR CERTIFICATE. The renewal requirements for a flight instructor certificate are located in § 61.197. Renewal of a flight instructor certificate may be accomplished at any time.

a. A flight instructor certificate that has not expired may be renewed in accordance with § 61.197(a) by:

(1) Passing a practical test for one of the ratings listed on the person's current flight instructor certificate or passing a practical test for an additional flight instructor rating.

(2) Presenting to an ASI, AST, or appropriate designee the appropriate records that verify the requirements of § 61.197(a)(2)(i) or § 61.197(a)(2)(iii) were accomplished.

(3) Presenting to an ASI, AST, or appropriate designee evidence of having graduated from an FAA-approved flight instructor refresher course (FIRC) within the preceding 3 calendar-months. The instructor's FIRC graduation certificate should be presented to an ASI or AST at the time of application for renewal.

b. For individuals who wish to comply with § 61.197(a)(2)(ii), the FAA offers the following examples of "a position involving the regular evaluation" of pilots:

(1) Persons who regularly give aircraft checkouts at a fixed-base operator and the ASI are acquainted with the applicant's duties, responsibilities, and quality of instruction.

(2) Title 14 CFR part 121 or 135 airline captains who regularly evaluate pilots and have satisfactory knowledge of part 61 pilot training, certification, and standards. The ASI must be acquainted with the duties and responsibilities of those pilot positions.

(3) Company check pilots for 14 CFR part 133 operations who regularly evaluate pilots and have satisfactory knowledge of part 61 pilot training, certification, and standards. The ASI must be acquainted with the duties and responsibilities of those pilot positions.

c. Provided that the certificate is renewed within 3 calendar-months before the expiration month of a current flight instructor certificate, the renewed certificate will be valid for an additional 24 calendar-months beyond the expiration date shown on the current certificate. For example:

(1) If a flight instructor renewal applicant's current flight instructor certificate expires in August, then that applicant must accomplish one of the flight instructor renewal actions in the months of May, June, July, or August or make application to retain the month of August as the expiration month (per § 61.197(b)(2)(i)).

(2) For example, assume a flight instructor renewal applicant has August 31, 20xx, showing on the applicant's current flight instructor certificate. The applicant completes a FIRC on June 1, 20xx, and presents his or her current flight instructor certificate, FIRC graduation certificate, and completed FAA Form 8710-1 to a FSDO on June 1, 20xx. The flight instructor certificate is renewed with a new expiration date of August 31, 20x2 (per § 61.197(b)(2)(ii)). The month in which the flight instructor certificate expires is unchanged if the renewal applicant

completes the requirement(s) for renewal within the 3 calendar-months prior to the month of expiration.

(3) If the flight instructor certification renewal action occurs outside the 3 calendar-month period of the expiration month on the flight instructor certificate, the renewed flight instructor certificate will be valid for 24 calendar-months from the month the renewal requirements of § 61.197 were accomplished. A FIRC graduation certificate must be presented to a FSDO within 3 calendar-months of completion of the FIRC. The renewal action of § 61.197(a) must be accomplished before the expiration date shown on the applicant's flight instructor certificate.

NOTE: If a FIRC is completed more than 3 calendar-months prior to the expiration month of the current flight instructor certificate, the expiration date will be the date that the FAA Form 8710-1 application is submitted to the FAA, provided the application is submitted within 3 calendar-months of completion of the FIRC.

d. The following examples might help explain how to determine the date from which the 24-month renewal flight instructor certificate should be dated.

(1) In example 1, the flight instructor completes the FIRC within the 3 calendar-months preceding the expiration date of the current certificate and files an FAA Form 8710-1 application to renew the certificate within 3 calendar-months of the date of graduation from the FIRC course. In this example, the CFI would get a new certificate with a new expiration date of 24 months from the date of expiration of his current certificate, as prescribed in § 61.197(b)(2)(ii).

(2) In example 2, the flight instructor has a certificate with an expiration date of August 31, 20xx. The FIRC is completed on January 5, 20xx, 7 months before the expiration date of the current certificate. The flight instructor applies for renewal of the certificate on April 13, 20xx, within 3 calendar-months of the date of the FIRC graduation. The flight instructor would receive a new certificate with an expiration date of 24 months from April 30, 20xx, or in other words, April 30, 20x2.

(3) In example 3, the flight instructor has a certificate with an expiration date of August 31, 20xx. The flight instructor completes the FIRC on March 7, 20xx, and applies for renewal of the certificate on June 2, 20xx. This is within 3 calendar-months of the date of the FIRC graduation and within 3 calendar-months of the expiration date of the current certificate. In this case, the flight instructor would receive a new certificate with an expiration date of 24 months from the date of application, or in other words, an expiration date of June 30, 20x2. This is because even though the application is dated within 3 calendar-months preceding the date of expiration of his or her current certificate, the FIRC was not completed within the 3 calendar-months preceding the date of expiration of his or her certificate, as is required under § 61.197(b)(2)(ii).

NOTE: If you wish to retain the month of expiration of your flight instructor certificate, it is recommended that you complete the renewal requirements and submit your renewal application within the 3 months prior to the month of expiration of your certificate.

e. There have been several inquiries asking about the intent of the phrase “or other documentation acceptable to the Administrator” in § 61.3(d). During the flight instructor certification renewal process, when a FIRC graduation certificate is used for renewal and the applicant’s flight instructor certificate is being processed for renewal, a copy of the FIRC graduation certificate is considered “acceptable documentation to the Administrator” until the applicant receives his or her permanent flight instructor certificate. Another example of other “acceptable documentation to the Administrator” is a copy of the flight instructor renewal application that the applicant has completed and signed FAA Form 8710-1.

f. Regardless of what has been explained in the paragraphs above, it should be understood that the FAA has the prerogative to require any applicant to complete a part or the entire applicable flight instructor practical test. A practical test may be required if there is reason to believe that it will correct some deficiency in the applicant’s instructing abilities or it has been determined necessary to introduce new training procedures or certification requirements.

31. EXPIRED FLIGHT INSTRUCTOR CERTIFICATE. The requirements for holders of an expired flight instructor certificate to obtain a new certificate are located in § 61.199. A practical test is required in the exchange of an expired flight instructor certificate. A DPE or an ASI will not reinstate expired flight instructor certificates unless the applicant passes a practical test or the applicant meets the requirements of SFAR 100-2.

a. The holder of an expired flight instructor certificate (i.e., a flight instructor certificate that conforms to § 61.5(c)) may exchange that certificate for a new certificate (except for a flight instructor certificate with a sport pilot rating) by passing one practical test, per § 61.183(h), for one of the aircraft ratings held on that person’s expired flight instructor certificate.

NOTE: If the practical test is for a flight instructor certificate with a sport pilot rating, the examiner may only issue that rating and provide endorsements for the category and class privileges tested.

b. Flight instructor ratings or limited flight instructor ratings on a pilot certificate are no longer valid. To reinstate instructor privileges, all requirements for initial issuance of a flight instructor certificate must be met.

c. Relief for persons supporting U.S. Armed Forces operations, SFAR 100-2. FSDOs are authorized to accept an expired flight instructor certificate to show eligibility under § 61.197 for renewal of a flight instructor certificate from an eligible person that meets the requirements of SFAR 100-2. The eligible person must present the FSDO with the required documents along with FAA Form 8710-1.

32. INSTRUMENT RATING. Specific knowledge, flight proficiency, flight experience, and endorsement requirements for the instrument rating are located in § 61.65.

33. ADDITIONAL AIRCRAFT RATINGS (OTHER THAN ATP). Specific knowledge, flight proficiency, flight experience, and endorsement requirements for additional category, class, or type rating (for other than at the ATP level) are located in § 61.63.

a. Category and Class Ratings. Applicants adding a category and/or class rating to a recreational pilot certificate or higher, other than ATP, must have an instructor's recommendations and appropriate endorsements. An applicant for, other than ATP Certificate with airplane category multiengine class rating, need not take an additional knowledge test, provided the person holds an airplane, powered-lift, rotorcraft, powered parachute, weight-shift-control aircraft, or airship rating at or above the pilot certificate level sought. An applicant must pass the required practical test appropriate to the pilot certificate for the aircraft category and, if applicable, class rating sought. Additionally, applicants must comply with the requirements of § 61.63, as noted below:

(1) Category Ratings. Applicants must receive the training and have the aeronautical experience required by part 61 that applies to the pilot certificate level for the category, and if applicable, class rating sought.

(2) Class Ratings. Applicants must be found competent in the knowledge areas and proficient in the areas of operation for the class rating sought.

(3) Type Ratings. Applicants must have the required training time, logbook, or training record endorsements, and pass the required practical test in accordance with the ATP/type rating ACS or PTS, as appropriate (refer to § 61.63(d)).

b. Experimental Category and Class Rating—§ 61.31(l)(2)(iii)(B) for the Carriage of Passengers. An applicant holding at least a recreational pilot certificate may apply for the issuance of a category and class rating limited to a specific make and model of experimental aircraft in accordance with the provisions of § 61.63(h), with the limitation "Authorized Experimental Aircraft: [Category] and [Class] rating [Make] and [Model]." The applicant is required to receive a logbook endorsement from an authorized flight instructor who has determined that the applicant is proficient to act as PIC of the same category, class, make, and model of experimental aircraft for which the application was made. The 5 hours of flight experience must have been logged between September 1, 2004, and August 31, 2005. Once the pilot complies with the provisions of § 61.63(h), that pilot may be issued the appropriate category and class rating limited to a specific make and model of experimental aircraft.

34. ADDITIONAL CATEGORY/CLASS RATINGS AT THE ATP CERTIFICATION LEVEL.

a. Specific requirements for additional category, class, or type rating (at the ATP certification level) are located in § 61.165.

b. An instructor recommendation is not required, unless the applicant has failed the practical test and this is a retest (per § 61.49). Applicants for retest must comply with the appropriate retest requirements of § 61.49. In addition, the instructor must sign the applicant's FAA Form 8710-1 application for the retest.

NOTE: If seeking to add airplane category and multiengine class rating to an ATP Certificate, the applicant must complete an approved ATP CTP in accordance with § 61.156 prior to taking the required knowledge test.

c. Experimental category and class rating. An applicant holding an ATP Certificate may apply for the issuance of an appropriate type rating if one has been established, and experimental aircraft authorization, by make and model, on their pilot certificate, or a temporary letter of authorization (LOA) issued by the FAA Flight Standards (AFS) Operations Inspector, as appropriate. The applicant may complete the appropriate aircraft type rating practical test in the subject aircraft. An applicant may also qualify for an additional aircraft category and class rating on his or her pilot certificate for an aircraft issued an experimental certificate in accordance with the provisions of § 61.165(g). If the applicant is unable to meet the requirements of paragraph (g), the applicant may apply in accordance with § 61.165(a) through (e), as applicable.

35. OTHER INSTRUCTOR ENDORSEMENTS. Specific requirements for knowledge, aeronautical experience and, as appropriate, testing for the complex airplane, high performance airplane, tailwheel airplane, high altitude/pressurized airplane, and type specific training are found in § 61.31.

36. GROUND INSTRUCTOR CERTIFICATION. The applicability, eligibility, privileges, and recency requirements for the ground instructor certificate is located in part 61 subpart I.

37. AUTHORIZED INSTRUCTORS. Section 61.1 defines an “authorized instructor” as:

a. A person who holds a ground instructor certificate issued under part 61 and is in compliance with § 61.217 when conducting ground training in accordance with the privileges and limitations of his or her ground instructor certificate;

b. A person who holds a flight instructor certificate issued under part 61 and is in compliance with § 61.197 when conducting ground training or flight training in accordance with the privileges and limitations of his or her flight instructor certificate; or

c. A person authorized by the Administrator to provide ground training or flight training under 14 CFR part 61, 121, 135, or 142 when conducting ground training or flight training in accordance with that authority. Section 61.41 authorizes certain instructors who are not certificated by the FAA to provide training. However, only instructors who are certificated by the FAA are allowed to provide the required endorsements toward the requirements for a pilot certificate, rating, or privilege issued under part 61.

38. ADDITIONAL TRAINING FOR GLIDERS. Specific knowledge, flight proficiency, and endorsement requirements for the ground tow, aerotow, and self-launch procedures for gliders are located in § 61.31(j).

a. Pilots who desire to use ground-tow launch procedures must have satisfactorily accomplished ground and flight training on ground-tow procedures and operations. The pilot must have received an endorsement from a CFI-Glider instructor who certifies, in the pilot’s logbook, that the pilot has been found proficient in ground-tow procedures and operations.

b. Pilots who desire to use aerotow procedures must have satisfactorily accomplished ground and flight training on aerotow procedures and operations. The pilot must have received an endorsement from a CFI-Glider instructor who certifies, in the pilot's logbook, that the pilot has been found proficient in aerotow procedures and operations.

c. Pilots who desire to use self-launch procedures must have satisfactorily accomplished ground and flight training on self-launch procedures and operations. The pilot must have received an endorsement from a CFI-Glider instructor who certifies, in the pilot's logbook, that the pilot has been found proficient in self-launch procedures and operations.

d. In accordance with § 61.31(j)(2), the holder of a glider rating issued prior to August 4, 1997, is considered to be in compliance with the training and logbook endorsement requirements of this paragraph for the specific operating privilege for which the holder is already qualified.

e. Prior to September 1, 2004, some weight-shift-control aircraft had been issued an experimental certificate in the glider category. In these cases only, initial pilot certification for the issuance of at least a private pilot certificate with a glider rating limited to weight-shift-control or glider-trike privileges was authorized.

NOTE: After September 1, 2004, issuance of at least a private pilot certificate with a glider rating limited to weight-shift-control or glider-trike privileges is no longer authorized, nor necessary, now that there are established training and certification requirements for weight-shift-control category aircraft under part 61.

f. Effective January 15, 2005, airmen who conducted their initial pilot certification in a weight-shift control aircraft that was certificated as an experimental aircraft in the glider category and received a private pilot certificate or higher with a glider rating limited to weight-shift-control or glider-trike privileges can apply using FAA Form 8710-11 at a FSDO for a weight-shift-control category and/or class rating to be added to their airman certificate with no further showing of competency.

39. WHERE YOU CAN FIND THIS AC. You can find this AC on the FAA's Web site at http://www.faa.gov/regulations_policies/advisory_circulars.

APPENDIX 1. INSTRUCTOR ENDORSEMENTS

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INSTRUCTOR ENDORSEMENTS

The following examples are recommended sample endorsements for use by authorized instructors when endorsing logbooks, or other means found acceptable to the Administrator for airmen applying for a knowledge or practical test, or when certifying accomplishment of requirements for pilot operating privileges. Each endorsement must be legible and include the instructor's signature, date of signature, certificated flight instructor (CFI) or certificated ground instructor (CGI) certificate number, and certificate expiration date, if applicable. The purpose for this advisory circular (AC) is to provide guidance and to encourage standardization among instructors.

PREREQUISITES FOR THE PRACTICAL TEST ENDORSEMENTS

1. Prerequisites for practical test: Title 14 of the Code of Federal Regulations (14 CFR) part 61, § 61.39(a)(6)(i) and (ii).

I certify that (First name, MI, Last name) has received and logged training time within 2 calendar-months preceding the month of application in preparation for the practical test and he/she is prepared for the required practical test for the issuance of (applicable) certificate.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

2. Review of deficiencies identified on airman knowledge test: § 61.39(a)(6)(iii) as required.

I certify that (First name, MI, Last name) has demonstrated satisfactory knowledge of the subject areas in which he/she was deficient on the (applicable) airman knowledge test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

STUDENT PILOT ENDORSEMENTS

3. Presolo aeronautical knowledge: § 61.87(b).

I certify that (First name, MI, Last name) has satisfactorily completed the presolo knowledge exam of § 61.87(b) for the (make and model aircraft).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

4. Presolo flight training: § 61.87(c).

I certify that (First name, MI, Last name) has received the required presolo training in a (make and model aircraft). I have determined he/she has demonstrated the proficiency of § 61.87(d) and is proficient to make solo flights in that make and model aircraft.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

5. Presolo flight training at night: § 61.87(c) and 61.87(o).

I certify that (First name, MI, Last name) has received the required presolo training in a (make and model aircraft). I have determined he/she has demonstrated the proficiency of § 61.87(o) and is proficient to make solo flights at night in that make and model aircraft.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

6. Solo flight (first 90-day period): § 61.87(n).

I certify that (First name, MI, Last name) has received the required training to qualify for solo flying. I have determined he/she meets the applicable requirements of § 61.87(n) and is proficient to make solo flights in (make and model).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

7. Solo flight (each additional 90-day period): § 61.87(p).

I certify that (First name, MI, Last name) has received the required training to qualify for solo flying. I have determined he/she meets the applicable requirements of § 61.87(p) and is proficient to make solo flights in (make and model).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

8. Solo takeoffs and landings at another airport within 25 nautical miles (NM): § 61.93(b)(1).

I certify that (First name, MI, Last name) has received the required training of § 61.93(b)(1). I have determined that he/she is proficient to practice solo takeoffs and landings at (airport name). The takeoffs and landings at (airport name) are subject to the following conditions: (List any applicable conditions or limitations.)

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

9. Solo cross-country flight: § 61.93(c)(1) and 61.93(c)(2).

I certify that (First name, MI, Last name) has received the required solo cross-country training. I find he/she has met the applicable requirements of § 61.93, and is proficient to make solo cross-country flights in a (make and model aircraft), (aircraft category).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

10. Solo cross-country flight: § 61.93(c)(3).

I have reviewed the cross-country planning of (First name, MI, Last name). I find the planning and preparation to be correct to make the solo flight from (origination airport) to (origination airport) via (route of flight) with landings at (name the airports) in a (make and model aircraft) on (date). (List any applicable conditions or limitations.)

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

11. Repeated solo cross-country flights not more than 50 NM from the point of departure: § 61.93(b)(2).

I certify that (First name, MI, Last name) has received the required training in both directions between and at both (airport names). I have determined that he/she is proficient of § 61.93(b)(2) to conduct repeated solo cross-country flights over that route, subject to the following conditions: (List any applicable conditions or limitations.)

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

12. Solo flight in Class B airspace: § 61.95(a).

I certify that (First name, MI, Last name) has received the required training of § 61.95(a). I have determined he/she is proficient to conduct solo flights in (name of Class B) airspace. (List any applicable conditions or limitations.)

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

13. Solo flight to, from, or at an airport located in Class B airspace: § 61.95(a) and 14 CFR part 91, § 91.131(b)(1).

I certify that (First name, MI, Last name) has received the required training of § 61.95(a)(1). I have determined that he/she is proficient to conduct solo flight operations at (name of airport). (List any applicable conditions or limitations.)

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

14. Endorsement of U.S. citizenship recommended by the Transportation Security Administration (TSA): Title 49 of the Code of Federal Regulations (49 CFR) § 1552.3(h).

I certify that (First name, MI, Last name) has presented me a [insert type of document presented, such as a U.S. birth certificate or U.S. passport, and the relevant control or sequential number on the document, if any] establishing that [he or she] is a U.S. citizen or national in accordance with 49 CFR § 1552.3(h).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

**ADDITIONAL STUDENT PILOT ENDORSEMENTS FOR STUDENTS SEEKING
SPORT OR RECREATIONAL PILOT CERTIFICATES****15. Solo flight in Class B, C, and D airspace: § 61.94(a).**

I certify that (First name, MI, Last name) has received the required training of § 61.94(a). I have determined he/she is proficient to conduct solo flights in (name of Class B, C, or D) airspace and authorized to operate to, from through and at _____ airport. (List any applicable conditions or limitations.)

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

16. Solo flight to, from, or at an airport located in Class B, C, or D airspace or on an airport having an operational control tower: §§ 61.94(a) and 91.131(b)(1).

I certify that (First name, MI, Last name) has received the required training of § 61.94(a)(1). I have determined that he/she is proficient to conduct solo flight operations at (name of airport located in Class B, C, or D airspace or on an airport having an operational control tower). (List any applicable conditions or limitations.)

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

SPORT PILOT ENDORSEMENTS**17. Aeronautical knowledge test: §§ 61.35(a)(1) and 61.309.**

I certify that (First name, MI, Last name) has received the required aeronautical knowledge training of § 61.309. I have determined that he/she is prepared for the (name of) knowledge test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

18. Taking flight proficiency check for different category or class of aircraft: §§ 61.309 and 61.311.

I certify that (First name, MI, Last name) has received the required training required in accordance with §§ 61.309 and 61.311 and have determined that he/she is prepared for the (name of) proficiency check.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

19. Passing flight proficiency check for different category or class of aircraft: §§ 61.309 and 61.311.

I certify that (First name, MI, Last name) has met the requirements of §§ 61.309 and 61.311 and I have determined him/her proficient to act as PIC of (category and class) of light-sport aircraft.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

20. Taking sport pilot practical test: §§ 61.309, 61.311, and 61.313.

I certify that (First name, MI, Last name) has received the training required in accordance with §§ 61.309 and 61.311 and met the aeronautical experience requirements of § 61.313. I have determined that he/she is prepared for the (type of) practical test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

NOTE: The endorsement for a practical test is required in addition to the § 61.39 endorsements provided in endorsements 1 and 2.

21. Passing a sport pilot practical test: §§ 61.309, 61.311, and 61.313.

NOTE: Required by § 61.317, issued by a Sport Pilot Examiner (SPE).

I certify that (First name, MI, Last name) has met the requirements of §§ 61.309, 61.311, and 61.313, and I have determined him/her proficient to act as PIC of (category and class of) Light-Sport Aircraft.

/s/ [date] S. P. Examiner 987654321 Exp. 12-31-19

22. Class B, C, or D airspace, at an airport located in Class B, C, or D airspace, or to, from, through, or on an airport having an operational control tower: § 61.325.

I certify that (First name, MI, Last name) has received the required training of § 61.325. I have determined he/she is proficient to conduct operations in Class B, C, or D airspace, at an airport located in Class B, C, or D airspace, or to, from, through, or on an airport having an operational control tower.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

23. Light-sport aircraft that has a maximum speed in level flight with maximum continuous power (V_H) less than or equal to 87 Knots Calibrated Airspeed (KCAS): § 61.327.

I certify that (First name, MI, Last name) has received the required training required in accordance with § 61.327(a) in a (make and model aircraft). I have determined him/her proficient to act as PIC of a light-sport aircraft that has a V_H less than or equal to 87 KCAS.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

24. Light-sport aircraft that has a V_H greater than 87 KCAS: § 61.327.

I certify that (First name, MI, Last name) has received the required training required in accordance with § 61.327(b) in a (make and model aircraft). I have determined him/her proficient to act as PIC of a light-sport aircraft that has a V_H greater than 87 KCAS.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

RECREATIONAL PILOT ENDORSEMENTS**25. Aeronautical knowledge test: §§ 61.35(a)(1), 61.96(b)(3), and 61.97(b).**

I certify that (First name, MI, Last name) has received the required training of § 61.97(b). I have determined that he/she is prepared for the (name of) knowledge test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

26. Flight proficiency/practical test: §§ 61.96(b)(5), 61.98(a) and (b), and 61.99.

I certify that (First name, MI, Last name) has received the required training of §§ 61.98(b) and 61.99. I have determined that he/she is prepared for the (name of) practical test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

NOTE: The endorsement for a practical test is required in addition to the § 61.39 endorsements provided in endorsements 1 and 2.

27. Recreational pilot to operate within 50 NM of the airport where training was received: § 61.101(b).

I certify that (First name, MI, Last name) has received the required training of § 61.101(b). I have determined he/she is competent to operate at the (name of airport).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

28. Recreational pilot to act as pilot in command (PIC) on a flight that exceeds 50 NM of the departure airport: § 61.101(c).

I certify that (First name, MI, Last name) has received the required cross-country training of § 61.101(c). I have determined that he/she is proficient in cross-country flying of part 61 subpart E.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

29. Recreational pilot with less than 400 flight hours and not logged PIC time within the preceding 180 days: § 61.101(g).

I certify that (First name, MI, Last name) has received the required 180-day recurrent training of § 61.101(g) in a (make and model aircraft). I have determined him/her proficient to act as PIC of that aircraft.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

30. Recreational pilot to conduct solo flights for the purpose of obtaining an additional certificate or rating while under the supervision of an authorized flight instructor: § 61.101(j).

I certify that (First name, MI, Last name) has received the required training of § 61.87 in a (make and model aircraft). I have determined he/she is prepared to conduct a solo flight on (date) under the following conditions: (List all conditions which require endorsement, e.g., flight which requires communication with air traffic control, flight in an aircraft for which the pilot does not hold a category/class rating, etc.).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

31. Class B, C, or D airspace, at an airport located in Class B, C, or D airspace, or to, from, through, or on an airport having an operational control tower: § 61.101(d).

I certify that (First name, MI, Last name) has received the required training of § 61.101(d). I have determined he/she is proficient to conduct operations in Class B, C, or D airspace, at an airport located in Class B, C, or D airspace, or to, from, through, or on an airport having an operational control tower.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

PRIVATE PILOT ENDORSEMENTS**32. Aeronautical knowledge test: §§ 61.35(a)(1), 61.103(d), and 61.105.**

I certify that (First name, MI, Last name) has received the required training in accordance with § 61.105. I have determined he/she is prepared for the (name of) knowledge test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

33. Flight proficiency/practical test: §§ 61.103(f), 61.107(b), and 61.109.

I certify that (First name, MI, Last name) has received the required training in accordance with §§ 61.107 and 61.109. I have determined he/she is prepared for the (name of) practical test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

NOTE: The endorsement for a practical test is required in addition to the § 61.39 endorsements provided in endorsements 1 and 2.

COMMERCIAL PILOT ENDORSEMENTS**34. Aeronautical knowledge test: §§ 61.35(a)(1), 61.123(c), and 61.125.**

I certify that (First name, MI, Last name) has received the required training of § 61.125. I have determined that he/she is prepared for the (name of) knowledge test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

35. Flight proficiency/practical test: §§ 61.123(e), 61.127, and 61.129.

I certify that (First name, MI, Last name) has received the required training of §§ 61.127 and 61.129. I have determined he/she is prepared for the (name of) practical test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

NOTE: The endorsement for a practical test is required in addition to the § 61.39 endorsements provided in endorsements 1 and 2.

AIRLINE TRANSPORT PILOT (ATP) ENDORSEMENTS**36. Restricted privileges ATP Certificate: Airplane multiengine land rating, § 61.160.**

The [insert institution's name] certifies that the recipient of this degree has successfully completed all of the aviation coursework requirements of § 61.160[(b), (c), or (d)] and therefore meets the academic eligibility requirements of § 61.160[(b), (c), or (d)].

37. ATP Certification Training Program (CTP): § 61.153(e).

The applicant named above has successfully completed the Airline Transport Pilot Certification Training Program as required by § 61.156, and therefore has met the prerequisite required by § 61.35(a)(2) for the Airline Transport Pilot Multiengine Airplane Knowledge Test.

INSTRUMENT RATING ENDORSEMENTS**38. Aeronautical knowledge test: §§ 61.35(a)(1), 61.65(a) and 61.65(b).**

I certify that (First name, MI, Last name) has received the required training of § 61.65(b). I have determined that he/she is prepared for the Instrument—(airplane, helicopter, or powered-lift) knowledge test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

39. Flight proficiency/practical test: § 61.65(a)(6).

I certify that (First name, MI, Last name) has received the required training of § 61.65(c) and 61.65(d). I have determined he/she is prepared for the Instrument—(airplane, helicopter, or powered-lift) practical test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

40. Prerequisites for instrument practical tests.

I certify that (First name, MI, Last name) has received and logged the required flight time/training of § 61.39(a) in preparation for the practical test within 2 calendar-months preceding the date of the test and has satisfactory knowledge of the subject areas in which he/she was shown to be deficient by the FAA airman knowledge test report. I have determined he/she is prepared for the Instrument—(airplane, helicopter, or powered-lift) practical test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

FLIGHT INSTRUCTOR (OTHER THAN FLIGHT INSTRUCTORS WITH A SPORT PILOT RATING) ENDORSEMENTS**41. Fundamentals of instructing knowledge test: § 61.183(d).**

I certify that (First name, MI, Last name) has received the required fundamentals of instruction training of § 61.185(a)(1). I have determined that he/she is prepared for the Fundamentals of Instructing knowledge test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

42. Flight instructor aeronautical knowledge test: § 61.183(f).

I certify that (First name, MI, Last name) has received the required training of § 61.185(a)(2) or (3) (as appropriate to the flight instructor rating sought). I have determined that he/she is prepared for the (name of) knowledge test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

43. Flight instructor ground and flight proficiency/practical test: § 61.183(g).

I certify that (First name, MI, Last name) has received the required training of § 61.187(b). I have determined he/she is prepared for the CFI—(aircraft category and class) practical test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

NOTE: The endorsement for a practical test is required in addition to the § 61.39 endorsements provided in endorsements 1 and 2.

44. Flight instructor certificate with instrument—(category/class) rating/practical test: §§ 61.183(g), 61.187(a) and 61.187(b)(7).

I certify that (First name, MI, Last name) has received the required CFII training of § 61.187(b)(7). I have determined he/she is prepared for the CFII—(airplane, helicopter, or powered-lift) practical test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

NOTE: The endorsement for a practical test is required in addition to the § 61.39 endorsements provided in endorsements 1 and 2.

45. Spin training: § 61.183(i)(1).

I certify that (First name, MI, Last name) has received the required training of § 61.183(i). I have determined that he/she is competent in instructional skills for training stall awareness, spin entry, spins, and spin recovery procedures.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

NOTE: The above spin training endorsement is required of flight instructor applicants for the airplane and glider ratings only.

FLIGHT INSTRUCTOR WITH A SPORT PILOT RATING ENDORSEMENTS

46. Fundamentals of instructing knowledge test: § 61.405(a)(1).

I certify that (First name, MI, Last name) has received the required training in accordance with § 61.405(a)(1). I have determined that he/she is prepared for the Fundamentals of Instruction Knowledge Test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

47. Sport pilot flight instructor aeronautical knowledge test: §§ 61.35(a)(1) and 61.405(a).

I certify that (First name, MI, Last name) has received the required training of § 61.405(a)(2). I have determined that he/she is prepared for the (name the knowledge test).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

48. Flight instructor flight proficiency check to provide training if a different category or class of aircraft—(additional category/class): §§ 61.409 and 61.419.

I certify that (First name, MI, Last name) has received the required training in accordance with §§ 61.409 and 61.419 and have determined he/she is prepared for a proficiency check for the flight instructor with a sport pilot rating in a (aircraft category and class).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

49. Passing the flight instructor flight proficiency check to provide training in a different category or class of aircraft—(additional category/class): §§ 61.409 and 61.419.

I certify that (First name, MI, Last name) has met the requirements in accordance with §§ 61.409 and 61.419. I have determined that he/she is proficient and authorized for the additional (aircraft category and class) flight instructor privilege.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

50. Flight instructor practical test: §§ 61.409 and 61.411.

I certify that (First name, MI, Last name) has received the required training of § 61.409 and met the aeronautical experience requirements of § 61.411. I have determined he/she is prepared for the flight instructor with a sport pilot rating practical test in a (aircraft category and class).

/s/ [date] S. P. Examiner 987654321 Exp. 12-31-19

NOTE: The endorsement for a practical test is required in addition to the § 61.39 endorsements provided in endorsements 1 and 2.

51. Passing the flight instructor practical test: §§ 61.409 and 61.411.

NOTE: Required by § 61.417, issued by a Designated Pilot Examiner (DPE).

I certify that (First name, MI, Last name) has met the requirements in accordance with §§ 61.409 and 61.411. I have determined that he/she is proficient and authorized for the (aircraft category and class) flight instructor privilege.

/s/ [date] S. P. Examiner 987654321 Exp. 12-31-19

52. Spin training: § 61.405(b)(1)(ii).

I certify that (First name, MI, Last name) has received the required training of § 61.405(b)(1)(ii). I have determined that he/she is competent and possesses instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

NOTE: This spin training endorsement is only required of flight instructor applicants for the airplane and glider ratings.

GROUND INSTRUCTOR ENDORSEMENT**53. Ground instructor who does not meet the recent experience requirements: § 61.217(b).**

I certify that (First name, MI, Last name) has demonstrated satisfactory proficiency on the appropriate ground instructor knowledge and training subjects of § 61.213(a)(3) and 61.213(a)(4).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

NOTE: Signed by CFI or CGI, as appropriate; the expiration date would apply only to a CFI.

SPECIAL FEDERAL AVIATION REGULATION (SFAR) 73 ENDORSEMENTS**54. R22/R44 awareness training: SFAR 73, section 2(a)(1) or (2).**

I certify that (First name, MI, Last name, Pilot Certificate No. _____) has received the Awareness Training required by SFAR 73, section 2(a)(3)(i-iv).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

55. R22 solo endorsement: SFAR 73, section 2(b)(3).

I certify that (First name, MI, Last name, Pilot Certificate No. _____) meets the experience requirements of SFAR 73, section 2(b)(3) and has been given training specified by SFAR 73, section 2(b)(3)(i-iv). He/She has been found proficient to solo the R22 helicopter.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

56. R22 PIC endorsement: SFAR 73, section 2(b)(1)(ii).

I certify that (First name, MI, Last name, Pilot Certificate No. _____) has been given training specified by SFAR 73, section 2(b)(1)(ii)(A-D) for Robinson R22 helicopters and is proficient to act as pilot in command. An annual flight review must be completed by [INSERT DATE 12 CALENDAR-MONTHS AFTER DATE OF THIS ENDORSEMENT] unless the requirements of SFAR 73, section 2(b)(1)(i) are met.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

57. R22 flight instructor endorsement: SFAR 73, section 2(b)(5)(iv).

I certify that (First name, MI, Last name) holder of CFI Certificate No. _____, meets the experience requirements and has completed the flight training specified by SFAR 73, section 2(b)(5)(i-ii) and (iii)(A-D), and has demonstrated an ability to provide instruction on the general subject areas of SFAR 73, section 2(a)(3) and the flight training identified in SFAR 73, section 2(b)(5)(iii) in a Robinson R22 helicopter.

/s/ [date] J. J. Jones DPE Designation Number, Exp. 12-31-19; or

/s/ [date] I. M. Inspector FAA Aviation Safety Inspector

NOTE: This endorsement may only be issued by an FAA aviation safety inspector (ASI) or authorized designated examiner per SFAR 73, section 2(b)(5)(iv).

58. Flight review in an R22 helicopter: SFAR 73, section 2(c)(1) and (3).

I certify that (First name, MI, Last name, Pilot Certificate No. _____) has satisfactorily completed the Flight Review required by 14 CFR part 61, § 61.56 and SFAR 73, section 2(c)(1) and (3), on [INSERT DATE OF FLIGHT REVIEW].

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

59. R44 solo endorsement: SFAR 73, section 2(b)(4).

I certify that (First name, MI, Last name, Pilot Certificate No. _____) meets the experience requirements of SFAR 73, section 2(b)(4) and has been given training specified by SFAR 73, section 2(b)(4)(i-iv). He/She has been found proficient to solo the R44 helicopter.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

60. R44 PIC endorsement: SFAR 73, section 2(b)(2)(ii).

I certify that (First name, MI, Last name, Pilot Certificate No. _____) has been given training specified by SFAR 73, section 2(b)(2)(ii)(A-D) for Robinson R44 helicopters and is proficient to act as pilot in command. An annual flight review must be completed by [INSERT DATE 12 CALENDAR-MONTHS AFTER DATE OF THIS ENDORSEMENT] unless the requirements of SFAR 73, section 2(b)(2)(i) are met.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

61. R44 flight instructor endorsement: SFAR 73, section 2(b)(5)(iv).

I certify that (First name, MI, Last name) holder of CFI Certificate No. _____, meets the experience requirements and has completed the flight training specified by SFAR 73, section 2(b)(5)(i-ii) and (iii)(A-D), and has demonstrated an ability to provide instruction on the general subject areas of SFAR 73, section 2(a)(3) and the flight training identified in SFAR 73, section 2(b)(5)(iii) in a Robinson R44 helicopter.

/s/ [date] J. J. Jones DPE Designation Number, Exp. 12-31-19; or

/s/ [date] I. M. Inspector FAA Aviation Safety Inspector

NOTE: This endorsement may only be issued by an FAA ASI or authorized designated examiner as per SFAR 73, section 2(b)(5)(iv).

62. Flight review in an R44 helicopter: SFAR 73, section 2(c)(2) and (3).

I certify that (First name, MI, Last name, Pilot Certificate No. _____) has satisfactorily completed the Flight Review required by 14 CFR § 61.56 and SFAR 73, section 2(c)(2) and (3), on [INSERT DATE OF FLIGHT REVIEW].

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

ADDITIONAL ENDORSEMENTS**63. Completion of a flight review: § 61.56(a) and 61.56(c).**

I certify that (First name, MI, Last name), (grade of pilot certificate), (certificate number), has satisfactorily completed a flight review of § 61.56(a) on (date).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

NOTE: No logbook entry reflecting unsatisfactory performance on a flight review is required.

64. Completion of any phase of an FAA-sponsored Pilot Proficiency Program (WINGS): § 61.56(e).

I certify that (First name, MI, Last name), (grade of pilot certificate), (certificate number), has satisfactorily completed Level: (Basic/Advanced/Master, as appropriate), Phase No. ___ of a WINGS program on (date).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

65. Completion of an instrument proficiency check: § 61.57(d).

I certify that (First name, MI, Last name), (grade of pilot certificate), (certificate number), has satisfactorily completed the instrument proficiency check of § 61.57(d) in a (list make and model of aircraft) on (date).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

NOTE: No logbook entry reflecting unsatisfactory performance on an instrument proficiency check is required.

66. To act as PIC in a complex airplane: § 61.31(e).

I certify that (First name, MI, Last name), (grade of pilot certificate), (certificate number), has received the required training of § 61.31(e) in a (make and model of complex airplane). I have determined that he/she is proficient in the operation and systems of a complex airplane.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

67. To act as PIC in a high performance airplane: § 61.31(f).

I certify that (First name, MI, Last name), (grade of pilot certificate), (certificate number), has received the required training of § 61.31(f) in a (make and model of high performance airplane). I have determined that he/she is proficient in the operation and systems of a high performance airplane.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

68. To act as PIC in a pressurized aircraft capable of high altitude operations: § 61.31(g).

I certify that (First name, MI, Last name), (grade of pilot certificate), (certificate number), has received the required training of § 61.31(g) in a (make and model of pressurized aircraft). I have determined that he/she is proficient in the operation and systems of a pressurized aircraft.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

69. To act as PIC in a tailwheel airplane: § 61.31(i).

I certify that (First name, MI, Last name), (grade of pilot certificate), (certificate number), has received the required training of § 61.31(i) in a (make and model of tailwheel airplane). I have determined that he/she is proficient in the operation of a tailwheel airplane.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

70. To act as PIC of an aircraft in solo operations when the pilot does not hold an appropriate category/class rating: § 61.31(d)(2).

I certify that (First name, MI, Last name) has received the training as required by § 61.31(d)(2) to serve as a PIC in a (specific category and class of aircraft). I have determined that he/she is prepared to serve as PIC in that (make and model) aircraft. Limitations: (optional).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

71. Retesting after failure of a knowledge or practical test: § 61.49.

I certify that (First name, MI, Last name) has received the additional (flight and/or ground, as appropriate) training as required by § 61.49. I have determined that he/she is prepared for the (name of) knowledge/practical test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

NOTE: In the case of a failed knowledge test, the instructor may complete the endorsement in the space provided at the bottom of the applicant's airman knowledge test report. The instructor must sign the block provided for the instructor's recommendation on the reverse side of Federal Aviation Administration (FAA) Form 8710-1, Airman Certificate and/or Rating Application, for each retake of a practical test.

72. Additional aircraft category or class rating (other than ATP): § 61.63(b) or 61.63(c).

I certify that (First name, MI, Last name), (grade of pilot certificate), (certificate number), has received the required training for an additional (name the aircraft category/class rating). I have determined that he/she is prepared for the (name of) practical test for the addition of a (name of) (specific aircraft category/class/type) type rating.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

73. Type rating only, already holds the appropriate category or class rating (other than ATP): § 61.63(d)(2) and 61.63(d)(3).

I certify that (First name, MI, Last name) has received the required training of § 61.63(d)(2) and 61.63(d)(3) for an addition of a (name of) type rating.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

74. Type rating concurrently with an additional category or class rating (other than ATP): § 61.63(d)(2) and 61.63(d)(3).

I certify that (First name, MI, Last name) has received the required training of § 61.63(d)(2) and 61.63(d)(3) for an addition of a (name of) (specific category/class/type) type rating. I have determined that he/she is prepared for the (name of) practical test for the addition of a (name of) (specific aircraft category/class/type) type rating.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

75. Type rating only, already holds the appropriate category or class rating (at the ATP level): § 61.157(b)(1).

I certify that (First name, MI, Last name) has received the required training of § 61.157(b)(1) for an addition of a (name of) type rating.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

76. Type rating concurrently with an additional category or class rating (at the ATP level): § 61.157(b)(1).

I certify that (First name, MI, Last name) has received the required training of § 61.157(b)(1) for an addition of a (name of the specific category/class/type) type rating.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

77. Launch procedures for operating a glider: § 61.31(j).

I certify that (First name, MI, Last name), (grade of pilot certificate), (certificate number), has received the required training in a (list the glider make and model) for (list the launch procedure). I have determined that he/she is proficient in (list the launch procedure).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

78. Review of a home study curriculum: § 61.35(a)(1).

I certify I have reviewed the home study curriculum of (First name, MI, Last name). I have determined he/she is prepared for the (name of) knowledge test.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

NOTE: The endorsement cannot be used for the ATP Airplane Multiengine knowledge test.

79. Experimental aircraft only—additional aircraft category or class rating (other than ATP): § 61.63(h).

I certify that (First name, MI, Last name), (grade of pilot certificate), (certificate number), as required by § 61.63(h) is proficient to act as PIC in a (category, class, make, and model) of experimental aircraft and has logged at least 5 hours flight time logged between September 1, 2004, and August 31, 2005, while acting as PIC in (name the aircraft category/class rating and make and model) that has been issued an experimental certificate.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

**80. Experimental aircraft only—additional aircraft category or class rating ATP:
§ 61.165(f).**

I certify that (First name, MI, Last name), (grade of pilot certificate), (certificate number), as required by § 61.165(f) is proficient to act as PIC in a (category, class, make, and model) of experimental aircraft and has logged at least 5 hours flight time logged between September 1, 2004, and August 31, 2005, while acting as PIC in (name the aircraft category/class rating and make and model) that has been issued an experimental certificate.

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

81. Aeronautical experience credit—ultralight vehicles: § 61.52.

I certify, I have reviewed the records of (First name, MI, Last name), as required by § 61.52(c). I have determined he/she may use (number of hours) aeronautical experience obtained in an ultralight vehicle to meet the requirements for (certificate/rating/privilege).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

**82. Endorsement required to provide training for night vision goggle (NVG) operations:
§ 61.195(k)(7).**

I certify that (First name, MI, Last name) holder of CFI Certificate No. _____, meets the Night Vision Goggle Instructor requirements of § 61.195(k) and is authorized to perform the night vision goggle pilot-in-command qualification and recent flight experience requirements under §§ 61.31(k) and 61.57(f) and (g). This endorsement does not provide the authority to endorse another flight instructor as a night vision goggle instructor.

/s/ [date] I. M. Inspector 987654321CFI Exp. 12-31-19 Position

NOTE: “Position,” as mentioned in the signature block of the endorsement, is the authority of the person issuing the endorsement as outlined in FAA Notice N 8900.320, Personnel Authorized to Issue the Logbook Endorsement Required by 14 CFR Part 61, § 61.195(k)(7) and Their Qualifications and Limitations, subparagraph 7a, or FAA Order 8900.1, Flight Standards Information Management System, after incorporation of the notice into the order.

APPENDIX 2. PILOT CERTIFICATE APPLICANT IDENTITY VERIFICATION**1. General Identity Document Review Guidelines:**

- a.** Applicant must present a government-issued photo identification (refer to suggested list below).
- b.** Confirm that the applicant matches the photo on the identification document.
- c.** Identity document must be valid. Please note that a select number of states do not provide an expiration date on certain documentation.
- d.** Name on the identity document must substantially match the name on the application.

(1) Use best judgment when comparing the identity documents and application data as a person may reasonably identify him or herself through the use of multiple variations of his or her legal, given, and/or nicknames (e.g., Robert Michael Smith Jr; Robert M Smith Jr; Robbie M Smith, Bob/Bobbie Smith).

(2) Additionally, there may be a suffix on the identity document (such as JR, SR, II, III) that may not be present on the application. Ensure the applicant's name on the application matches his or her identification.

- e.** If date of birth is present on the document provided, it must match the date of birth on the application.
- f.** If address is present on the document provided, compare to the address on the application. If the address is different, please request the applicant to provide a current address.
- g.** If gender is present on the document provided, it must match the gender on the application.
- h.** If an identity document appears to be fraudulent or shows signs of tampering, or if any of the identifying information on the identity document does not satisfactorily match the information on the application as explained in this guidance, do not challenge the individual; complete the application process, copy presented documents and record the person's name, address, and contact information to include phone numbers, emails, etc. Provide this information to supervisory, security, investigative, or law enforcement personnel as soon as possible.

2. List of Acceptable Documents or Combination of Documents:

- Unexpired U.S. passport (book or card).
- Unexpired Enhanced Tribal Card (ETC).
- Unexpired Free and Secure Trade (FAST) Card.
- Unexpired Global Entry Card.
- Unexpired U.S. Enhanced Driver's License (EDL) or Unexpired Enhanced Identification Card (EID).
- Permanent Resident Card (I-551) commonly referred to as a "Green Card."

- Unexpired foreign passport.
- Unexpired Re-entry Permit (I-327).
- Unexpired driver's license issued by a state or outlying possession of the United States.
- Unexpired temporary driver's license plus expired driver's license.
- Unexpired photo ID card issued by a state or outlying possession of the United States. This must include a state or state agency seal or logo (such as a state university ID). Permits are not considered valid identity documents (such as gun permits).
- Unexpired photo ID card issued by a regional, county, city/municipal governmental authority, to include but not limited to law enforcement, governmental, education, transportation, utility authority.
- Unexpired U.S. military ID card.
- Unexpired U.S. retired military ID card.
- Unexpired U.S. military dependent's card.
- Native American tribal document with photo.
- Unexpired Department of Homeland Security (DHS)/Transportation Security Administration (TSA) Transportation Worker Identification Credential (TWIC).
- Unexpired Merchant Mariner Credential (MMC).
- U.S. Birth Certificate and an unexpired government-issued ID.
- U.S. Naturalization Certificate with a raised seal, or Certificate of Naturalization issued by U.S. Citizenship and Immigration Services (USCIS) or the Immigration and Naturalization Service (INS) (Form N-550 or N-570) with a government-issued ID.
- Certificate of Birth Abroad with raised seal, Department of State Form FS-545, or DS-1350 with government-issued ID.
- Certificate of U.S. Citizenship with raised seal, or Certificate of Citizenship issued by USCIS or INS, or Certificate of Repatriation issued by USCIS or INS, together with a government-issued ID.
- A Federal agency's written certification to its employee's U.S. citizenship, if the training is being conducted on behalf of that agency.

3. Recordkeeping Requirements. To meet the TSA's requirements under Title 49 of the Code of Federal Regulations (49 CFR) § 1552.3, the flight training provider or certificated flight instructor (CFI) must do one of the following:

- a. Keep a copy of the documents used to provide proof of citizenship for 5 years; or
- b. Make an endorsement in both the student's logbook and instructor's logbook, or other record used by the instructor to record flight student endorsements, with the following statement:

I certify that (First name, MI, Last name) has presented me a [insert type of document presented, such as a U.S. birth certificate or U.S. passport, and the relevant control or sequential number on the document, if any] establishing that [he or she] is a U.S. citizen or national in accordance with 49 CFR § 1552.3(h).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-19

Advisory Circular Feedback Form

If you find an error in this AC, have recommendations for improving it, or have suggestions for new items/subjects to be added, you may let us know by contacting the General Aviation and Commercial Division (AFS-800) at 9-AFS-800-Correspondence@faa.gov or the Flight Standards Directives Management Officer.

Subject: AC 61-65F, Certification: Pilots and Flight and Ground Instructors

Date: _____

Please check all appropriate line items:

An error (procedural or typographical) has been noted in paragraph _____
on page _____.

Recommend paragraph _____ on page _____ be changed as follows:

In a future change to this AC, please cover the following subject:
(Briefly describe what you want added.)

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: _____

Date: _____