

GENERAL AVIATION AIRMAN DESIGNEE HANDBOOK

FAA ORDER 8900.2

Lesson 4, Part A



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Welcome to the General Aviation Airman Designee Handbook Lesson, Part A. This lesson covers informational items in Order 8900.2 that are relevant to the Designated Pilot Examiner and the Sport Pilot Examiner.

OBJECTIVES

- On an End-of-Lesson Test and in accordance with FAA Order 8900.2, you will identify:
 - FAA organizations
 - Selection and appointment criteria
 - Eligibility requirements and qualifications
 - Types of designations and additional designation requirements
 - Oversight and training requirements
 - Designee privileges and limitations
 - Termination and appeal procedures

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In this lesson we'll discuss topics such as FAA organizations, selection and appointment criteria, types of designations and additional designation requirements as well as oversight, training, and eligibility requirements, and renewal, termination and appeal procedures. You will take a multiple choice test over these items at the end of the lesson.

ORDER 8900.2, GENERAL AVIATION AIRMAN DESIGNEE HANDBOOK

- Replaced FAA Order 8710.3E
- Reflects policy & procedure changes and changes to 14 CFR, Part 61
- Contains information designees need to conduct Practical Test
- Access online at: <http://fsims.faa.gov>

NOTE: The references in this lesson are taken from the PDF version of the order

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Order 8900.2 replaced Order 8710.3E and reflects policy and procedures changes and the changes to 14 CFR, Part 61. It contains all the information designees need to conduct a Practical Test, and can be accessed online through the Flight Standards Information Management System (FSIMS) at <http://fsims.faa.gov>. Upon reaching this site, click on "Publications" and then "Orders." The references in this lesson are taken from the PDF version of the order.

DELEGATION/RESCISSION OF EXAMINER AUTHORIZATION

- Administrator:
 - Empowered by Title 49 U.S.C. §44702 to delegate to private individuals any function relating to the examination, inspection, and testing of airman applicants
 - May rescind any such delegation at any time for any reason deemed appropriate

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The Administrator is empowered by Title 49 U.S. Code §44702 to delegate to private individuals any function relating to the examination, inspection, and testing of airmen. The Administrator may rescind any such delegation at any time for any reason deemed appropriate.

FAA ORGANIZATIONS

- Airmen Certification Branch (AFS-760) has final authority for issuing permanent airman certificates and maintaining certification records.



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The Airmen Certification Branch (AFS-760) has the final authority for issuing permanent airman certificates and maintaining certification records. This branch is located at the Mike Monroney Aeronautical Center in Oklahoma City.

An Airmen Medical Certificate is a valid certificate issued under Title 14 of the Code of Federal Regulations (14 CFR) Part 67, Medical Standards and Certification.

FAA ORGANIZATIONS (Cont'd)

- General Aviation & Commercial Division (AFS-800)
 - Develops standards, policies, and procedures for general aviation
 - Advises senior FAA management on general aviation
 - Develops policies, standards, & procedures for appointing private individuals to represent FAA Administrator

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The General Aviation and Commercial Division is the FAA Flight Standards Service division responsible for developing national policies, standards, systems, procedures, and programs for general aviation and for advising senior FAA management on general aviation matters. It is also responsible for developing standards, policies, and procedures for appointing private individuals to represent the FAA Administrator for the certification of airmen.

FAA ORGANIZATIONS (Cont'd)

- Certification and General Aviation Operations Branch (AFS-810)
 - Principal office concerned with certification and training of airmen
 - Also responsible for Designated Pilot Examiner (DPE), but NOT Sport Pilot Examiner (SPE) policy

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The Certification and General Aviation Operations Branch (AFS-810) is the principal office concerned with the certification and training of airmen. AFS-810 is responsible for Designated Pilot Examiner, but not Sport Pilot Examiner policy.

FAA ORGANIZATIONS (Cont'd)

- Airman Testing Standards Branch (AFS-630)
 - Plans, develops, and maintains material related to airman certification training and testing



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The Airman Testing Standards Branch (AFS-630) plans, develops, and maintains materials related to airman certification training and testing.

FAA ORGANIZATIONS (Cont'd)

- Regulatory Support Division (AFS-600)
 - Promotes safety by educating and advising users through development, implementation, analysis, and distribution of technical information, including airman testing, designee standardization, and management of aviation data systems

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The Regulatory Support Division, AFS-600, promotes safety by educating and advising users through the development, implementation, analysis and distribution of technical information including airmen testing, designee standardization, and management of aviation data systems.

FAA ORGANIZATIONS (Cont'd)

- Designee Quality Assurance Branch (AFS-650) collects National Examiner Board (NEB) application materials from designee applicants.
- Designee Standardization Branch (AFS-640) develops and conducts standardization seminars (domestic and international) for designees, certificated airmen, and representatives of delegations for initial training and renewal purposes.

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The Designee Quality Assurance Branch (AFS-650) collects NEB application materials from designee applicants.

The Designee Standardization Branch (AFS-640) develops and conducts a variety of standardization seminars (both domestic and international) for designees, certificated airmen, and representatives of delegations for initial training and renewal purposes.

APPLICATION PROCESS

- DPE applicants must submit Form 8710-10 to the NEB for review
 - Applying to NEB does not guarantee applicant will be appointed
- Administrative DPEs who do not conduct Practical Tests submit applications to supervising FSDO

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DPE applicants must first submit FAA Form 8710-10, National Examiner Board-Designated Pilot Examiner Candidate Application to the NEB in Oklahoma City, OK for review. The NEB reviews the application to see that the applicant meets the minimum requirements in FAA Order 8900.2. Administrative DPEs who do not conduct practical tests will submit applications directly to the supervising FSDO for selection.

APPLICATION PROCESS (Cont'd)

- Sport Pilot Examiners (SPEs) complete Form 8710-12
- SPE application package must include copy of examiner candidate's:
 - Airman and flight instructor certificates
 - Valid third-class medical certificate, if applicable

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Sport Pilot Examiner applicants must complete FAA Form 8710-12, Light-Sport Standardization Board – Designated Pilot Examiner Candidate Application. The application package must include a copy of the examiner candidate's airman and flight instructor certificates and a third class medical certificate, if applicable.

APPLICATION PROCESS (Cont'd)

- Managing FAA office contacts NEB when there is a need for and ability to manage designees
- NEB notifies FSDO of approved applicants
- FSDO selects applicant, who enrolls in and completes Initial DPE Training in Oklahoma City within 1 year of appointment

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The managing FAA office will contact the NEB when there is a need for and the ability to manage a designee. The NEB will notify the supervising FSDO of the eligible applicants. The supervising FSDO will then notify the selected candidate, and the candidate will enroll in Initial DPE Training in Oklahoma City, OK, which they must complete within one year of appointment.

APPLICATION PROCESS (Cont'd)

- Current FAA employees:
 - Will not be appointed as designees until FAA employment has ended
 - May not apply to NEB earlier than 120 calendar days before actual date of retirement/separation from FAA
 - Must send Letter of Recommendation from last assigned office with application
 - Will be limited to functions performed while employed by FAA

8900.2, p. 2-1; Chap. 7, Sec. 1 (g)

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Current FAA employees will not be appointed as designees until their FAA employment has ended. They may not apply to the NEB earlier than 120 calendar days before the actual date of retirement/separation from the FAA. They must send a Letter of Recommendation from their last assigned office with their application. Finally, they will be limited to functions performed while employed by the FAA. If a former FAA employee submits an application beyond three years from the date of separation, all application requirements apply.

APPLICATION PROCESS (Cont'd)

- NEB will:
 - Review all applicants IAW applicable PTS
 - NOT review applicants for ACR, FIRE, FPE, GIE, MCE, MC/FPE, or PPE
 - Notify applicant (by letter) of results

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The NEB reviews all examiner applicants involved in the certification of pilot applicants in accordance with the applicable Practical Test Standard. The NEB does not review examiner applicants for Airman Certification Representative (ACR), Flight Instructor Renewal Examiner (FIRE), Foreign Pilot Examiner (FPE), Ground Instructor Examiner (GIE), Military Competency Examiner (MCE), (MC/FPE), or Pilot Proficiency Examiner (PPE). The NEB notifies the applicant by letter of the board results.

APPLICATION PROCESS (Cont'd)

- Applicants who are **NOT** approved will be kept on file for 4 calendar months from date of evaluation
- Applicants who are approved will be kept on file for 2 years after approval

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Applicants who are not approved are kept on file for four calendar months from the date of the evaluation. Applicants who are approved by the board will be kept on file for two years after approval.

APPLICATION PROCESS (Cont'd)

- National Designated Pilot Examiner/Flight Engineer Examiner (NDPE/FEER) applicants must already be active DPEs before submitting an NDPE/FEER application to the Experimental Aircraft Association (EAA)
 - EAA makes recommendation to AFS-800, who makes final selection



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Applicants for National Designated Pilot Examiner/Flight Engineer Examiner (NDPE/FEER) must already be active DPEs before submitting their application. This application is submitted directly to the Experimental Aircraft Association (EAA) for review and the EAA makes a recommendation directly to AFS-800, the General Aviation and Commercial Division, in Washington, DC, who then makes the final selection and appointment.

CERTIFICATE OF AUTHORITY (COA)

- Authorizes DPE to conduct practical exams in multiengine airplanes, helicopters, powered-lifts, turbine-powered airplanes, large aircraft, vintage airplanes, and FAA qualified flight simulators
 - Valid till the expiration date on the Certificate of Authority expires.
 - Expires if Certificate of Designation is terminated

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The Certificate of Authority authorizes DPEs to conduct practical exams in multiengine airplanes, helicopters, powered lifts, turbine-powered airplanes, large aircraft, vintage airplanes, and FAA qualified flight simulators.

Certificates of Authority are issued with an expiration date. The DPE is authorized to conduct practical exams until it expires or is terminated. The Certificate of Designation is issued without an expiration date.

CERTIFICATE OF AUTHORITY (COA) (Cont'd)

- Lists make and model of helicopter and aircraft requiring a type rating, and FAA qualified flight simulator in which DPE may conduct practical tests
 - Prior to testing in multiengine aircraft or helicopter, examiner **MUST** have 5 hours PIC in make and model
- Lists category & class of authorization for multiengine piston and turboprop airplanes that do not require type rating

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The COA lists the make and model of helicopters and aircraft that require a type rating, and FAA qualified flight simulators in which a DPE may conduct Practical Tests. Prior to conducting an exam in a multiengine aircraft or helicopter, the examiner must have at least five hours as PIC in that make and model. An examiner's COA will list the category and class of authorization for multiengine piston and turboprop airplanes that do not require a type rating.

CERTIFICATE OF AUTHORITY (COA) (Cont'd)

- Interim authorization
 - FSDO may issue an interim COA authorizing onetime testing privileges in specific make and model of aircraft
 - COA MUST state aircraft make and model, restrictions (if any), and expiration date (MUST not exceed 30 days of date of issuance)
 - FSDO may elect not to issue COA to DPE and assign FAA inspector to conduct test

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Due to the lack of a qualified examiners in aircraft rarely used for testing, the FSDO may issue an interim COA authorizing one time testing privileges to a qualified and current examiner for a specific make and model of aircraft that is rarely requested. The FSDO will also place restrictions as needed and an expiration date not to exceed 30 days of the date of issuance.

The FSDO may elect not to issue a COA to a DPE and may assign an FAA inspector to conduct the certification Practical Test in that aircraft.

ELIGIBILITY REQUIREMENTS/QUALIFICATIONS

- Minimum age of 23 years
- Integrity, professionalism, and sound judgment
- Complete required training before appointment/renewal
- Knowledge of guidance materials

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The general requirements for appointment are a minimum age of 23 years; personality traits of integrity, professionalism, and sound judgment; the completion of required training before appointment or renewal, and a knowledge of guidance materials including the pertinent regulations and directives.

ELIGIBILITY REQUIREMENTS/QUALIFICATIONS (Cont'd)

- Command of English language
 - Applicants not required to be U.S. citizens
- Maintain high degree of objectivity
- Good record in industry
- Access to Internet, computer, and printer with hardware/software sufficient to support required activities

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Applicants must also have a command of the English language, though they are not required to be U.S. citizens. Applicants must be able to maintain a high degree of objectivity, have a good record in the aviation industry, and have internet access, as well as access to a computer and printer with hardware and software sufficient to support the required activities.

ELIGIBILITY REQUIREMENTS/QUALIFICATIONS (Cont'd)

- Examiners may perform ONLY functions authorized by their designations
- Examiner designations have been aligned to conform with part 61 certificates & ratings



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Pilot examiners may perform only the functions authorized by their designations. Pilot examiner designations have been aligned to conform with part 61 certificates and ratings.

ELIGIBILITY REQUIREMENTS/QUALIFICATIONS (Cont'd)

- DPE candidates **MUST**:
 - Be technically qualified
 - Hold all pertinent category, class, and type ratings for each aircraft designation sought
 - Meet requirements of parts 61.56, 61.57, and 61.103
 - Maintain at least 3rd class medical throughout designation unless designation does not require medical (glider, lighter-than-air)

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DPE candidates must be technically qualified and hold all pertinent category, class, and type ratings for each aircraft for which designation is sought. All DPEs must meet the requirements of parts 61.56, 61.57, and 61.103, as appropriate. The examiner must maintain at least a third-class medical certificate throughout the duration of the designation except in the case of designation limited to balloons, gliders, simulators, or light-sport aircraft, for which no medical certificate is required.

ELIGIBILITY REQUIREMENTS/QUALIFICATIONS (Cont'd)

- Keep flight instructor certificate current for duration of designation
 - Sport Pilot Examiners (SPEs) **MUST** maintain current flight instructor certificate and valid U.S. driver's license or airman medical certificate
- Rotorcraft/helicopter designation issued for each make and model, regardless of size and power source

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Designees must keep their flight instructor certificate current for the duration of the designation and renewal. If an examiner allows their instructor certificate to expire, they should not conduct any practical exams and must advise their supervising FSDO. Sport Pilot Examiners must maintain a current flight instructor certificate and a valid U.S. driver's license or an airman medical certificate.

A rotorcraft/helicopter designation will be issued to the designee for each make and model, regardless of the size and power source. In a basic model, all series are contained on the same Type Certificate Data Sheet (TCDS).

ELIGIBILITY REQUIREMENTS/QUALIFICATIONS (Cont'd)

- Gliders
 - Examiners **MUST** show experience and demonstrate skill in aero tow, ground tow, and self-launch procedures, or be limited to launch privileges authorized



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Glider examiners must show experience and demonstrate skill in the different types of launch privileges. If they only have experience in aero tow launches, the privileges on their Certificate of Authority will be limited to that type of operation.

FAA OFFICE ORIENTATION

- Managing FAA office will coach DPEs in all procedures relevant to their duties before DPEs conduct any tests
- Inspector or FSDO personnel must be present during first tests conducted by DPE to:
 - Provide guidance and training
 - Inform designee of proper test procedures

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The managing FAA office will coach DPEs in all procedures relevant to their duties before DPEs conduct any tests. When possible, the assigned inspector or FAA personnel from the supervising FSDO must be present during the first tests administered by the designee to provide guidance and training, and to inform the designee of the proper test procedures.

FAA OFFICE ORIENTATION (Cont'd)

- Items of emphasis during orientation:
 - Designee expected to call supervising FSDO for advice and guidance
 - Designee should have access to current rules, policy, and technical data appropriate to certification and administration of knowledge tests

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Several items are emphasized during orientation. The designee is expected to call the supervising FSDO for advice and guidance, as necessary for the performance of assigned responsibilities in accordance with prescribed procedures. The designee should have access to current rules, policy, and technical data appropriate to certification and administration of knowledge tests.

FAA OFFICE ORIENTATION (Cont'd)

- Items of emphasis during orientation (Cont'd):
 - Designees must receive specific instructions in proper conduct of authorized functions
 - Designees expected to make services available to all applicants on an equitable basis
 - Designees expected to meet eligibility requirements (as discussed earlier)

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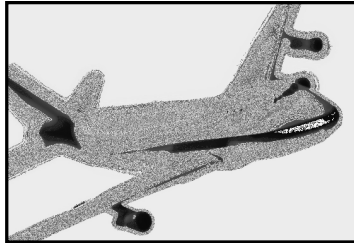
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Designees must receive specific instructions in the proper conduct of their authorized functions from the FAA managing office. Designees are expected to make their services available to ALL applicants on an equitable basis regardless of who trained the applicant or the applicant's geographic area of residence. If a designee is unable to accommodate the applicant, they should be referred to the supervising FSDO. Designees must also continue to meet the eligibility requirements discussed earlier.

TYPES OF DESIGNATIONS

- **Private Pilot Examiner (PE)** conducts private and recreational pilot certifications and additional aircraft rating tests as authorized – NOT instrument or higher grade certificates



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A DPE with private pilot examiner privileges is authorized to conduct exams for private and recreational pilot certificates, but not instrument exams or higher grade certificates.

TYPES OF DESIGNATIONS (Cont'd)

- **Commercial and Instrument Rating Examiner (CIRE)** conducts commercial pilot certifications, instrument rating practical tests, and additional aircraft rating tests for airplanes, powered-lifts, and rotorcraft-helicopters

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A Commercial and Instrument Rating Examiner or CIRE conducts commercial pilot certificates, instrument rating practical tests, and additional aircraft rating tests for airplanes, powered lifts, and rotorcraft helicopters.

TYPES OF DESIGNATIONS (Cont'd)

- **Air Transport Pilot Examiner (ATPE)**
conducts Airline Transport Pilot certifications for original issuance of an ATP certificate & additional ratings as authorized
 - MUST hold category, class, and if appropriate, type ratings

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Airline Transport Pilot Examiners conduct exams for airline transport pilot certificates and if appropriate, type ratings. These examiners are not authorized to conduct any certifications for lower certificate levels unless authorized by their Certificate of Authority. Nor are they authorized to conduct instrument ratings unless they hold that authority. They must hold certificates in category and class, and if appropriate, type ratings for those aircraft in which they will be conducting exams.

TYPES OF DESIGNATIONS (Cont'd)

- **Flight Instructor Examiner (FIE)** conducts Practical Tests for original issuance, renewal, and reinstatement of instructor certificates and ratings.
 - Authorized to issue flight instructor renewals and reinstatements on basis of Practical Tests ONLY
 - Only FSDO can renew on basis of activity without Practical Test

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Flight Instructor Examiners or FIEs conduct original issuance, renewal, and reinstatements of instructor certificates and ratings on the basis of practical exams only. An FIE is authorized to issue flight instructor renewals and reinstatements on the basis of Practical Tests only – not instructor activity. Only the FSDO or a Flight Instructor Renewal Examiner (FIRE) can renew on the basis of activity without a Practical Test.

TYPES OF DESIGNATIONS (Cont'd)

- Sport Pilot Examiner (SPE):
 - Tests ONLY in light-sport aircraft
 - Issues Sport Pilot, Flight Instructor w/Sport Pilot rating, or Private certificate w/Powered Parachute and/or Weight Shift Control ratings
 - SPE (Airplane) cannot issue Private certificate w/Powered Parachute and/or Weight Shift Control
- AFS-610 authorizes functions for SPEs

NOTE: For information about other types of designations, see the Designation Quick Reference Guide.

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Sport Pilot Examiners give exams only in light-sport aircraft. They can also hold a designation as a pilot examiner for aircraft that do not fall into the light-sport category as long as they meet the requirements for those aircraft and a need exists in the FAA managing office. SPE (airplanes) cannot issue private certificates with Powered Parachute and/or weight shift control. The FAA Light-Sport Aviation Branch (AFS-610) authorizes which functions a Sport Pilot Examiner can conduct.

For additional information about other designations, see the Designation Quick Reference Guide.

REQUIREMENTS FOR ADDITIONAL DESIGNATIONS

- DPE can add designations through managing FAA office
- DPEs must:
 - Hold certificate and rating(s), without limitations, appropriate to additional designation sought
 - Meet appropriate flight experience required for initial designation of examining authority desired

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A Designated Pilot Examiner can add designations to their Certificate of Authority through their managing FAA office. The applicant must hold the certificate and rating(s), without limitations, appropriate to the designation sought. The DPE must also meet the appropriate flight experience required for initial designation of examining authority desired.

REQUIREMENTS FOR ADDITIONAL DESIGNATIONS (Cont'd)

- Each additional designation requires demonstration of competency appropriate to the aircraft or simulator and designation sought
 - Examiner will be issued new Certificate of Authority showing all designations held

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Each additional designation requires a demonstration of competency appropriate to the aircraft or simulator and the designation sought. When a designation is added, a new Certificate of Authority showing all designations held will be issued to the examiner.

REQUIREMENTS FOR ADDITIONAL DESIGNATIONS (Cont'd)

- Test criteria:
 - For additional designation, some maneuvers need not be repeated if new designation is added within 12 months of initial evaluation
 - If additional designation occurs after 12 months have elapsed since initial evaluation, all maneuvers and procedures must be repeated

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An examiner adding a designation within 12 months of their initial evaluation need only demonstrate maneuvers that have not already been demonstrated. If the designation is added after the 12 months have elapsed since the examiner was evaluated, the examiner candidate must be tested on all maneuvers and procedures appropriate to the designation in order to qualify.

INITIAL TRAINING

- Prospective examiners must satisfactorily complete AFS-640's Initial DPE Training
 - For PE, CIRE, CE, FI, ATPE, and SPE applicants
 - Enroll at Designee Registration System home page (<https://av-info.faa.gov/dsgreg>)
 - Provide FSDO with copy of certificate
- Initial training for ACR, FIRE, GIE, MCE, MC/FPE, or PPE applicants conducted by supervising FSDO

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Before designation, prospective examiners must satisfactorily complete AFS-640's Initial DPE standardization seminar in Oklahoma City, which provides initial training for Pilot Examiners, CIRE, CE, FI, ATPE, and Sport Pilot Examiners. The applicant is responsible for providing the FSDO with a copy of the certificate of completion from the Initial DPE Seminar.

Currently, initial training for Airman Certification Representative (ACR), Flight Instructor Renewal Examiner (FIRE), Foreign Pilot Examiner (FPE), Ground Instructor Examiner (GIE), Military Competency Examiner (MCE), MC/FPE, or Pilot Proficiency Examiner (PPE) applicants is conducted by the supervising FSDO.

RECURRENT TRAINING

- Designees encouraged to attend safety meetings, aviation seminars, & other programs
- Designees shall NOT exercise designation privileges unless training is current
 - Initial seminar is prerequisite for recurrent seminar
 - After the first initial seminar, DPE may substitute an additional initial seminar for recurrent seminar

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Designees are encouraged to attend safety meetings, aviation seminars, and other programs that contribute to technical skills. Designees shall not exercise their privileges unless their training is current and up to date.

Designees must satisfactorily complete the initial training seminar in order to enroll in a recurrent training seminar. Or, after the first initial seminar is completed, they may complete the initial seminar again in lieu of the recurrent seminar.

RECURRENT TRAINING (Cont'd)

- Attendance at AFS-640's recurrent seminars every 24 calendar months is mandatory
- Certificates of completion:
 - Forward to supervising FSDO
 - Expire in 24 months
 - When a DPE attends training any time during the 24 calendar months, the 24-month period is reset and starts over

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Attendance at an AFS-640 recurrent training seminar is mandatory every 24 calendar months. DPEs **MUST** forward a copy of the Certificate of Completion to their supervising FSDO. These certificates expire in 24 calendar months.

When a designee attends training at any time during the 24 months, the 24-calendar-month period is reset and starts over.

OVERSIGHT

- Designees operate under direct supervision of FAA managing office that holds designation file
 - FSDO is managing office for Designees for Private Pilot, Commercial and Instrument, Flight Instructor, and Airline Transport Pilot
 - FSDO has jurisdiction over geographic area in which designee located
 - Light-Sport Branch (AFS-610) is managing office for Sport Pilot Examiners (SPEs)

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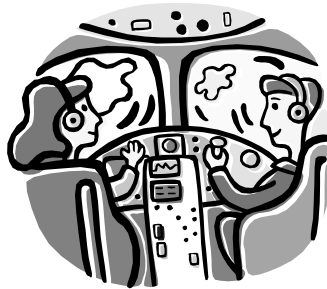
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Designees operate under the direct supervision of the FAA managing office that holds the designation file. The FSDO is the managing office for Private Pilot, Commercial and Instrument, Flight Instructor, and Airline Transport Pilot designees. The FSDO has jurisdiction over the geographic area in which the designee is located.

The Light-Sport Branch (AFS-610) in Oklahoma City is the managing office for Sport Pilot Examiners.

OVERSIGHT (Cont'd)

- DPEs should expect the FAA to observe their first oral and practical tests
 - Thereafter, FAA personnel may inspect DPEs at any time with or without prior notice



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DPEs should expect the FAA to observe their first oral and practical tests. Thereafter, FAA personnel may inspect examiners at any time with or without prior notice.

OVERSIGHT (Cont'd)

- FAA determines adequacy of designee's knowledge and application of current procedures and standards based on:
 - Oversight
 - Designee's attendance at meetings or seminars conducted for standardization

8900.2, p. 3-5

Recurrent DPE, Lesson 4
4-8900.2 Part A



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The FAA determines the adequacy of a designee's knowledge and application of current procedures and standards based on oversight of the designee and the designee's attendance at a meeting or seminar conducted for standardization.

OVERSIGHT (Cont'd)

- Resolving designee questions
 - Inspectors and FAA personnel who supervise designees must welcome the opportunity to discuss procedures and standards with designee to resolve questions
 - AFS-640 ASIs will address designee questions, but Principal Operations Inspector (POI) at managing FAA office (FSDO) should be designee's first option

8900.2, p. 3-1

Recurrent DPE, Lesson 4
4-8900.2 Part A



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Inspectors and FAA personnel who supervise designees must welcome the opportunity to discuss procedures and standards with designees to resolve questions. AFS-640 inspectors can also assist designees with questions, but the designee's Principal Operations Inspector (POI) at the supervising FSDO should be the designee's first option.

CERTIFICATION FILES

- DPE must submit certification files to managing FAA office:
 - Within 7 calendar days of test date regardless of test results (pass or fail)
- Accuracy of certification files is critical component of certification process

8900.2, p. 3-1

Recurrent DPE, Lesson 4
4-8900.2 Part A



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The DPE should submit certification files to the supervising FSDO within seven calendar days of the test date regardless of the outcome (pass or fail). These seven days also apply when IACRA is being used. The accuracy of certification files is a critical component of the certification process.

PRIVILEGES

- You are authorized to:
 - Accept airman certificate and/or rating applications (Form 8710-1 or 8710-11)
 - Conduct tests appropriate to your Certificate of Authority
 - Charge a reasonable fee
 - Issue Temporary Airman Certificates
 - However, do not include ratings on restricted certificate on Temporary Airman Certificate unless previous ratings include “U.S. Test Passed”

8900.2, pp. 5-1, 7-18

Recurrent DPE, Lesson 4
4-8900.2 Part A



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As a designee, you are authorized to accept either Form 8710-1 or 8710-11 for conducting a practical exam or issuing an additional student pilot certificate for record-keeping purposes.

You are authorized to conduct practical exams listed by category and class on your Certificate of Authority. You may charge applicants a reasonable fee. Ensure the applicant understands all fee charges, including the fee for retesting after failure, before accepting the airman certificate and/or rating application.

You have the authority to issue temporary airman certificates to applicants who have been tested and found qualified for the certificate or rating sought. However, the supervising FSDO may retain this privilege. Do not include ratings shown on a restricted pilot certificate on an issued FAA Form 8060-4 for a standard airman certificate unless the previously shown ratings include the notation, “U.S. Test Passed.”

LIMITATIONS

- You must not:
 - Conduct tests at locations outside your geographically assigned area, unless authorized by managing FAA office
 - Conduct or monitor any portion of computer knowledge tests
 - Reissue or amend any expired temporary airman certificate; refer applicant to managing office
 - Endorse, amend, alter, or issue any permanent airman certificate

8900.2, pp. 5-1, 7-18, 7-19

Recurrent DPE, Lesson 4
4-8900.2 Part A



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You must not conduct tests at locations outside your geographically assigned area, unless authorized by your managing FAA office. In addition, do not conduct or monitor any portion of computer knowledge tests or reissue or amend any expired temporary airman certificates. Instead, refer applicants to the managing FAA office. Do not endorse, amend, alter, or issue any permanent airman certificates.

LIMITATIONS (Cont'd)

- You must not: (Cont'd)
 - Exempt any applicant from testing requirements in applicable PTS
 - Conduct tests unless applicant presents proof of eligibility per 14 CFR, Part 61
 - Conduct oral & practical tests unless applicant has required airman knowledge test
 - Temporarily suspend test to allow applicant further study, and resume same test later
 - Test applicant outside authorized geographical area

8900.2, p. 5-1

Recurrent DPE, Lesson 4
4-8900.2 Part A



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Do not exempt applicants from testing requirements, conduct tests without proof of applicant eligibility, conduct oral and practical tests without a required airman knowledge test, or temporarily suspend a test to allow the applicant to study, then resume the same test later. You also must not test more than one applicant at a time or test an applicant outside the authorized geographical area.

LIMITATIONS (Cont'd)

- To test outside geographical area, you must:
 - Request authorization in writing from supervising FSDO/International Field Office (IFO)
 - Make request in writing at least 3 working days prior to test date
 - Provide date and address of test site
 - Office with jurisdiction may evaluate test site
 - Receive approval from original supervising FSDO/IFO

8900.2, p. 5-2

Recurrent DPE, Lesson 4
4-8900.2 Part A



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If you want to administer tests outside the geographical area of the supervising FSDO or International Field Office (IFO), you **MUST** request authorization in writing from the supervising FSDO or IFO; provide the date and address of the testing site in writing and make the request in writing at least three working days before the test date. The FSDO or IFO with jurisdiction over the test site may evaluate the facilities, equipment, current publications, and test materials required to conduct a test for the certificate and/or rating(s) sought. You also need to receive approval from your original supervising FSDO or IFO.

LIMITATIONS (Cont'd)

- When original FSDO/IFO grants a designee permission to test in another FSDO/IFO's area, that (new) FSDO/IFO has jurisdiction, and the designee must submit certification files to his or her managing office.

8900.2, pp. 5-2, 5-3

Recurrent DPE, Lesson 4
4-8900.2 Part A



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When the original FSDO/IFO grants a designee permission to test in the area of another FSDO/IFO, the receiving FSDO/IFO has jurisdiction, and the designee must submit certification files to the designee's managing office.

LIMITATIONS (Cont'd)

- Do not:
 - Conduct a Practical Test in any aircraft for which you do not hold category, class, and aircraft type rating or authorization
 - Accept application for airman certificate or rating from applicant requiring a special medical flight test.
 - Refer to managing FAA office

8900.2, pp. 7-18, 7-19

Recurrent DPE, Lesson 4
4-8900.2 Part A



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Do not conduct a Practical Test in any aircraft for which you do not hold a category, class, and if appropriate, aircraft type rating or authorization. Unless specifically authorized by the managing FAA office, do not accept an application for an airman certificate or rating from an applicant requiring a special medical flight test. Refer such applicants to a managing FAA office.

LIMITATIONS (Cont'd)

- DPEs cannot conduct more than **2** Practical Tests in one calendar day without written permission from managing FAA office
- SPEs can conduct **2** sport pilot exams or **1** Certified Flight Instructor (CFI) exam in one calendar day

8900.2, p. 7-26

Recurrent DPE, Lesson 4
4-8900.2 Part A



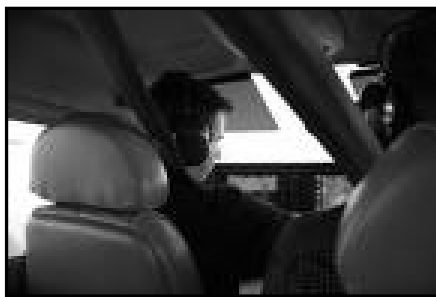
Federal Aviation
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DPEs must not conduct more than two original airman certification Practical Tests in one calendar day without written permission from the managing FAA office. A Sport Pilot Examiner can conduct two sport pilot exams or one Certified Flight Instructor (CFI) exam in one calendar day.

LIMITATIONS (Cont'd)

- You are NOT PIC of the aircraft during a Practical Test unless having agreed to act in that capacity by prior arrangement
 - FAA recommends DPEs **NOT** act as PIC!



8900.2, p. 7-19

Recurrent DPE, Lesson 4
4-8900.2 Part A



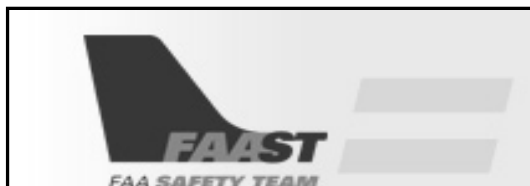
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Examiners conduct a Practical Test to observe and evaluate an applicant's ability to perform the procedures and maneuvers required for the certificate or rating sought. You are not Pilot-In-Command of the aircraft during a Practical Test unless you have agreed to act in that capacity by prior arrangement with the applicant. The FAA strongly recommends that you not agree to act as Pilot-In-Command of a flight during a Practical Test.

LIMITATIONS (Cont'd)

- Designee responsibilities:
 - To attend and take part in FAA Safety Team (FAASTeam) seminars and events
 - To maintain a high degree of knowledge and skill in subject areas required for airman certification, evaluation, and testing techniques



8900.2, p. 5-3

Recurrent DPE, Lesson 4
4-8900.2 Part A



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The FAA values the participation of examiners in FAASTeam safety meetings. It is important that the aviation community see examiners as leaders in aviation safety. Designees are also responsible for maintaining a high degree of knowledge and skill in the subject areas required for airman certification, evaluation, and testing techniques.

APPLYING FOR RELOCATION

- Designee may relocate to a different geographical area, providing:
 - There is no break in service
 - Receiving FAA office agrees
- Designee must submit new application to receiving FAA office, but need not apply to NEB
- Sport Pilot designees follow guidelines of FAA Light-Sport Branch (AFS-610)

8900.2, par. 2-3

Recurrent DPE, Lesson 4
4-8900.2 Part A



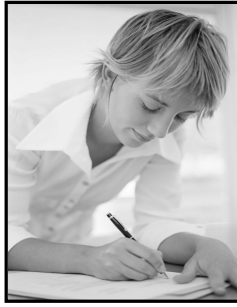
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Designees may relocate to a different geographical area if there is no break in service and the receiving FAA office agrees to the transfer. The designee must submit a new application to the receiving FAA office, but need not apply to the NEB. Sport Pilot designees will follow the guidelines of their supervising FAA office, the Light- Sport Branch in Oklahoma City (AFS-610).

APPLYING FOR RELOCATION (Cont'd)

- Former designee relocating to another FSDO or IFO will be treated as initial applicant
 - Must submit new application package to NEB



8900.2, par. 2-3

Recurrent DPE, Lesson 4
4-8900.2 Part A



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A former designee wishing to relocate to another FSDO or IFO will be treated as an initial applicant. Such individuals must submit a new completed application package to the NEB for initial evaluation.

SERVING OUTSIDE THE U.S.

- Designees may be appointed to serve outside U.S., provided:
 - There is demonstrated need that designation will serve U.S. citizens abroad
 - Managing FAA office/International Field Office (IFO) can properly supervise designee's activities
 - Any designee conducting certifications outside U.S. must coordinate with IFO & FSDO within his/her U.S. geographic area

8900.2, p. 2-4

Recurrent DPE, Lesson 4
4-8900.2 Part A



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Designees may be appointed to serve outside the United States provided there is a demonstrated need that the designation will serve U.S. citizens abroad, and the managing FAA office or IFO can properly supervise the designee's activities. Although the designee is intended to serve U.S. citizens abroad, he or she may also serve non-U.S. citizens. Any designee conducting certifications outside the U.S. must coordinate with the IFO and FSDO within his/her geographic area

MAINTAINING DESIGNATION

- Designees must also attend annual meetings at managing FAA office to discuss designee procedures, local problems, and renewal
 - FSDO may exempt designees from attendance who lack certification functions connected with practical exams, such as ACR, FIRE, FPE, GIE, MCE, MC/FPE, and PPE
- Attending FSDO meeting a separate requirement from attending AFS-640 recurrent training seminars

8900.2, p. 3-3

Recurrent DPE, Lesson 4
4-8900.2 Part A



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The designee must attend an annual meeting held by the managing FAA office to discuss designee procedures, problems, and renewal.

The managing FSDO may exempt designees from attendance who do not have certification functions connected with practical exams, such as ACR, FIRE, FPE, GIE, MCE, MC/FPE, and PPE.

Attending the annual FSDO meeting is a separate requirement from attending AFS-640's recurrent training seminars.

MAINTAINING DESIGNATION (Cont'd)

- Designees must:
 - Maintain applicable airman certificate(s)
 - Meet general and specific eligibility requirements



8900.2, p. 3-3

Recurrent DPE, Lesson 4
4-8900.2 Part A



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To maintain their designation, designees must maintain applicable airman certificates and general and specific eligibility requirements.

DESIGNEE EXPIRATION

- Initial appointment for one year
 - After initial appointment, managing FAA office will determine duration of designation
 - Cannot exceed 3 years
 - Expiration date appears on Certificate of Authority
 - DPE who allows Certificate of Authority to expire may not exercise privileges unless new certificate has been issued and signed by managing FAA office and designee

8900.2, pp. 3-2, 3-4

Recurrent DPE, Lesson 4
4-8900.2 Part A



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Initial appointment is for a period of one year. After initial appointment, the managing FAA office will determine the duration of the designation, which is not to exceed three years. The expiration date appears on the Certificate of Authority which each designee receives. A DPE who allows the Certificate of Authority to expire may not exercise privileges of the designation unless a new certificate has been issued and signed by both the managing FAA office and the designee.

REINSTATEMENT PROCESS

- A designee applying for reinstatement after expiration or termination should NOT apply to NEB, but to managing FAA office with previous jurisdiction:
 - FSDO for DPEs
 - Light-Sport Branch (AFS-610) for SPEs
- Managing FAA office has sole discretion in determining if need remains for designee

8900.2, p. 2-3

Recurrent DPE, Lesson 4
4-8900.2 Part A



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A designee applying for reinstatement after expiration or termination should apply directly to his/her previous FAA managing office or FSDO, not to the NEB. A DPE would apply to the FSDO, and an SPE would apply to the Light Sport Branch, AFS-610, in Oklahoma City. The managing FAA office has sole discretion in determining if a need remains for the designee.

DESIGNEE RENEWAL

- Renewal under following conditions:
 - Managing FAA office:
 - Determines need
 - Still has ability to manage
 - Designee continues to meet eligibility requirements
- If designee is renewed, FSDO will notify and issue new COA letter.

8900.2, p. 3-2

Recurrent DPE, Lesson 4
4-8900.2 Part A



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A designee may be renewed if the managing FAA office determines a need and still has the ability to manage the designee. The designee must continue to meet eligibility requirements. If the designee is renewed, the FSDO must notify the designee and issue a new Certificate of Authority letter.

RENEWAL APPLICATION PACKAGE

- Apply for renewal at least 45 calendar days before expiration
- Renewal package must include:
 - Copy of your current COA letter
 - Record of all activity since last renewal of designation
 - Current certificate of training
 - Letter requesting renewal
 - Copy of current pilot, flight instructor, & medical certificates

8900.2, pp. 3-3, 3-4

Recurrent DPE, Lesson 4
4-8900.2 Part A



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You must apply to the supervising FSDO for renewal at least 45 calendar days prior to expiration. Required items in the renewal package include a copy of your Certificate of Authority, a record of ALL activity you have conducted since the issuance of your Certificate of Authority or last renewal, a current certificate of training showing successful completion of an initial or recurrent training seminar, a letter requesting renewal, and a copy of your current pilot, flight instructor, and airman medical certificates, if applicable.

TERMINATION

- Termination is the action by the FAA to rescind a designation at any time, for any reason the Administrator considers appropriate



8900.2, p. 4-1

Recurrent DPE, Lesson 4
4-8900.2 Part A



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Termination is the action by the FAA to rescind a designation at any time for any reason the Administrator considers appropriate.

TYPES OF TERMINATION

- Termination for cause is a negative finding based on designee performance
- Termination Not-for-Cause can be for any reason not specific to performance, such as lack of FAA need or ability to manage
- You may voluntarily surrender designation at any time
 - Request in writing to supervising FSDO (or AFS-610 for SPEs)
 - Include your COA letter

8900.2, p. 4-1

Recurrent DPE, Lesson 4
4-8900.2 Part A



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Termination for cause is a negative finding based on a designee's performance. Termination Not-for-Cause can be for any reason NOT specific to performance, such as lack of FAA need or ability to manage. You may voluntarily surrender a designation at any time by sending a request in writing to the supervising FSDO manager (or to AFS-610 for Sport Pilot Examiners) and including your Certificate of Authority letter.

TERMINATION LETTER

- When appointing FAA office manager decides to terminate a designee:
 - Designee will be provided termination in writing
 - Specific reasons will be cited
 - Designee must immediately cease to exercise privileges upon receipt of termination letter
 - Designee may request appeal to FSDO IAW FAA regulations

8900.2, p. 4-1; 8900.1, Vol. 13, Chap. 3, Sec.3

Recurrent DPE, Lesson 4
4-8900.2 Part A



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When the appointing FAA office manager decides to terminate a designee, the termination will be in writing, and the reasons cited will be as specific as possible. Upon receipt of the termination letter, the designee must immediately cease to exercise their privileges. The designee or designee applicant may request an appeal to the decision of the supervising FSDO in accordance with FAA Order 8900.1, Flight Standards Information Management System.

APPEAL OF TERMINATION

- To appeal non-selection or non-appointment, applicant must make a request in writing
 - Must be sent certified mail



8900.2, p. 4-1

Recurrent DPE, Lesson 4
4-8900.2 Part A



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To request an appeal for non-selection or non-appointment, the applicant must make the request in writing, and send it via certified mail.

APPEAL OF TERMINATION (Cont'd)

- To appeal termination, make written request within 14 calendar days of receipt to regional appeal panel via letter to FAA office manager
- You will be notified in writing of appeal panel's decision within 60 calendar days
 - Regional appeal panel's decision is final

8900.2, p. 4-1

Recurrent DPE, Lesson 4
4-8900.2 Part A



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To appeal a termination, make a written request to the regional appeal panel within 14 calendar days of receipt of the written notification by letter to the FAA office manager. You will be notified in writing of the decision within 60 calendar days. The regional appeal panel's decision is final.

NON-APPEAL TERMINATION

- Termination based on these issues cannot be appealed:
 - Lack of need
 - Inability of supervising FSDO to manage examiner
 - Loss of a prerequisite certification
 - Failure to meet training requirements

8900.2, p. 4-1

Recurrent DPE, Lesson 4
4-8900.2 Part A



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Termination based on the lack of need, the inability of the supervising FSDO to manage the examiner, loss of a prerequisite certification, or failure to meet training requirements cannot be appealed.

REVIEW

- In this lesson we discussed the following topics:
 - Selection and appointment criteria
 - Oversight, training, and renewal requirements
 - Eligibility requirements
 - Designee privileges and limitations
 - Termination and appeal procedures



In this lesson, we discussed how a designee is selected and appointed by their supervising FAA office after completing the National Examiner Board process. Appointment depends on need and ability of the FAA office to manage the additional activity.

The oversight by the managing FAA office includes training by both the national and local FAA. The renewal process involves designee oversight, training, and the ability to meet eligibility requirements. This lesson also covered how the managing FAA office assigns privileges and limitations after reviewing designees' qualifications.

Finally, we looked at the termination and appeal process for designees. Termination occurs not only when there is a failure on the designee's part. The supervising FAA office must weigh many factors when determining whether they have the ability to manage the designee. The volume of activity required for the designee to maintain their designation is a factor in terminations over which designees have no control. This concludes the lesson. Please take the End-of-Lesson Test and proceed to Part B of the General Aviation Airman Handbook lesson.