

Initial/Recurrent DPE Part I Training

FAA Order 8900.2



Welcome to the “FAA Order 8900.2” lesson, of the Initial DPE Part I Training Course.

Overview

- This lesson will ensure you have working knowledge of guidance and directions from FAA Order 8900.2



This lesson will ensure you have working knowledge of the guidance and directions from FAA Order 8900.2, the “General Aviation Airman Designee Handbook”.

Objectives

- On a Post-Test and in accordance with FAA Order 8900.2, you will identify:
 - Terms and definitions
 - Selection and appointment criteria
 - Oversight and training requirements
 - Renewal requirements
 - Termination and appeal procedures
 - Designee privileges and limitations
 - DPE qualifications
 - Types of pilot examiner designations
 - Procedures for conducting the Practical Test

On a Post-Test and in accordance with FAA Order 8900.2, you will identify:

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- Designee privileges and limitations
- DPE qualifications
- Types of pilot examiner designations
- Procedures for conducting the Practical Test

How to Access “8900.1” & “8900.2”

- FAA Order 8900.1 - General Aviation Safety Inspector’s Handbook
- FAA Order 8900.2 - General Aviation Airman Designee Handbook
 - Reflects Policy & Procedure changes, and changes to Part 61

PUBLIC WEB SITE

<http://fsims.faa.gov/>

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Designees should use the most current guidance available.

By consulting the FSIMS web site at the web address listed here, you can always be assured of having the most current material.

You can access both FAA Order 8900.1, “General Aviation Safety Inspector’s Handbook”, and the 8900.2 “General Aviation Airman Designee Handbook,” using the public web site link provided on the screen.

Chapter 1

“General Information”

- Guidance Questions
- Role of Designee
- Definitions



Chapters One through Five of FAA Order 8900.2 contains material for both operations (pilots) and airworthiness (mechanics) designees.

Therefore, as a DPE you must make sure that the guidance is directed towards your designee function.

Let's review Chapter One.

Guidance Questions

- DPE's should contact AFS-810 or AFS-610 for Sport Pilot, if they have concerns regarding policy.



While the Flight Standards Service (AFS) Regulatory Support Division (AFS-600) coordinated this handbook, questions regarding the specific guidance relating to each type of designee should be directed to the policy division that owns the policy for that type of designee.

DPE's should contact AFS-810 or AFS-610 for Sport Pilot, if they have concerns regarding policy.

Role of Designee

- Provide certification services to the public in accordance with FAA policy and Guidance



Designees have been an important part of the FAA's support to the flying public for over 60 years. During that time, designees successfully completed thousands of certification activities on the FAA's behalf.

The designee function is vital to enhancing the FAA's public service role and overall improvements to safety in the National Airspace System.

The FAA appoints designees to leverage its workforce and provide certification services to the public. Designees provide certification services to the public in accordance with FAA policy and guidance.

Delegation/ Rescission of Examiner Authorization

- Title 49 U.S.C. § 44702
- 14 CFR Part 183



Administrator empowered by 49 USC § 44702 to Delegate Private Persons for any function relating to the examination, inspection, and testing of airman applicants, subject to any regulations, supervision, and review which the Administrator may prescribe.

The administrator may rescind any such delegation at any time for any reason deemed appropriate.

A DPE is an individual, appointed in accordance with 14 CFR § 183.23, who meets the general qualification requirements and the DPE-specific qualifications. DPEs may hold Non Administrative or Administrative privileges, or both.

Non-Administrative DPEs include: Private Pilot Examiners (PE), Commercial and Instrument Rating Examiner (CIRE), Commercial Pilot Examiners (CE), Airline Transport Pilot Examiners (ATPE), Flight Instructor Examiners (FIE), National Designated Pilot Examiner Flight Engineer Examiner (NDPE/FEER), Sport Pilot Examiners (SPE), and Sport Pilot Flight Instructor Examiners (SFIE),

Administrative DPEs include: Airman Certification Representatives (ACR), Flight Instructor Renewal Examiners (FIRE), Foreign Pilot Examiners (FPE), Ground Instructor Examiners (GIE), Military Competency Examiners (MCE), MC/FPE's, and Pilot Proficiency Examiners (PPE).

Definitions

- AFS-600 Branches
 - (AFS-610) Light Sport Aviation
 - (AFS-630) Regulatory Support Division-Airman Testing Standards
 - (AFS-640) Designee Standardization
 - (AFS-650) Designee Quality Assurance

AFS-610, the Light Sport Aviation Branch, manages and provides oversight of the SPE and the light sport aircraft repairman-training programs. AFS-610 is responsible for SPE/SFIE policy.

AFS-630, The Airman Testing Standards Branch plans, develops, and maintains materials related to airman certification training and testing. This includes airman knowledge and skill tests, computer testing supplements, knowledge test guides, practical test standards, training handbooks, and computer testing sites list.

AFS-640, develops and conducts a variety of standardization seminars both domestically and internationally that are used by designees, designee applicants, representatives of delegations, and FAA personnel for initial training and renewal purposes.

AFS-650, collects NEB application materials from designee applicants, has oversight of the FAA Order 8900.2, and conducts SEED inspections.

What is a SEED? Special Emphasis Evaluation Designee

Definitions

- SEED - Special Emphasis Evaluation Designee



The SEED program was developed by AFS-650, Quality Assurance Branch.

This program interviews applicants tested by an examiner, and observes the examiner conducting an actual Practical Test.

The purpose is to observe the examiner, not the Practical Test Applicant. The goal is to eventually check all examiners. These checks are prioritized based on, among other things, the type and amount of testing activity conducted by examiners.

Definitions

- Aerospace Medical Certification Division, AAM-300
- (AFS-760) Airman Certification Branch

AAM-300, Aerospace Medical Certification Division, validates and issues airmen medicals in accordance with Title 14 CFR Part 67, Medical Standards and Certification.

AFS-760, Airmen Certification Branch, is part of the FAA Civil Aviation Registry, and has final authority for the issuance of permanent airman certificates and maintenance of certification records.

On an annual basis AFS-760:

- Issue an average of 160,000 aircraft registration certificates and 380,000 airmen certificates
- Provide information to over 256,000 telephone callers
- Reserve 26,000 special aircraft registration numbers (N-Numbers)
- Update over 225,000 addresses, and provide many other services

Definitions

- Flight Standards District Office (FSDO)
- International Field Office (IFO)



The Flight Standards District Office (FSDO) is the office that has jurisdiction over the geographic area in which the designee is located and is the office the designee is responsible to for oversight and where any questions related to the designee program should first be directed.

The International Field Office (IFO) will be contacted by any designee has a need to conduct certifications of airman outside the boundaries of the United States in a international geographic area it is necessary that the designee contact and work with the International Field Office prior to conducting any certifications. These type of certification will need to be coordinated with both the IFO and the jurisdictional FSDO within the designees geographic area.

Definitions

- Aviation Safety Inspector (ASI)
- Aviation Safety Technician (AST)
- National Examiner Board (NEB)
- Testing Center (AFS-630)
- Certification and General Aviation Operations Branch (AFS-810)

The **Aviation Safety Inspector (ASI)** is an FAA employee with the necessary technical qualifications who is responsible for developing, administering, investigating and enforcing safety regulations for airmen, aircraft, and aircraft operations. In most cases, ASIs are also responsible for the oversight of designees.

The **Aviation Safety Technician (AST)** is an FAA employee who provides technical support and assistance to ASI's.

The **National Examiner Board (NEB)** oversees the designee application and screening process. The chairman for the board is from AFS-650 and the board members are representatives from AFS-600 and AFS-810. The board reviews application on a monthly basis to review and score submitted applications. Applicants must meet the requirements set out in the 8900.2 and if an applicant wishes to make an addition to an application that they have already submitted, it will be reviewed and scored during the next monthly review.

Testing centers are overseen by AFS-630. A testing center is a facility operated by an FAA authorized vender to conduct computer-based testing for a variety of airman and airworthiness knowledge tests.

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 DPE policy, with the exception of Sport Pilot Examiner policy, which is overseen by AFS-610.

Definitions

- FAA Form 8000-5, Certificate of Designation.

Certificate of Designation

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

HARRY DANIEL CALLAHAN

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

PILOT EXAMINER

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

Issued at ASW-FSDO-11
Dated September 25, 2003
Certificate No. SW-11-1214

By Direction of the Administrator
Fred Parker
Fred Parker, Manager
Little Rock Flight Standards District Office

FAA Form 8000-5 (4-84)

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FAA Form 8000-5, Certificate of Designation, is issued by the FSDO and signed by the FSDO manager. It shows a date of issuance, but no expiration date.

The expiration date is on the Certificate of Authority (COA). This is where the designee receives their specific privileges they are authorized by the Administrator under 49 U.S.C. 44702.

Definitions

- Certificate of Authority (COA)

FAA Letterhead

[Date]

[Examiner's Name and Address]

Dear [Candidate's Name]:

This letter authorizes [name of examiner], Examiner Designation Number [region, offices, core cert #, G signifies designee; e.g. EA03006793452-G], to perform the duties as a [PPE, CIRE, SPE, etc.] for the following aircraft: [e.g., CE-500, BE-2000, powered parachute, etc.].

Enclosed is your FAA Form 8000-5, Certificate of Designation, to include:

DESIGNATION CERTIFICATE NUMBER:

DATE OF DESIGNATION: [date of initial appointment]

DESIGNATION EXPIRATION: [date]

This letter expires on [applicable date].

Sincerely,

[Field Office manager's signature]



Certificate of Authority (COA) Letter. A COA letter is issued to each Flight Standards general aviation designee to specify their authority and appropriate limitations for a given appointment period.

Note: FAA Form 8430-9 and LOA's are no longer issued, but may remain in effect until expiration, unless surrendered or terminated before that time.

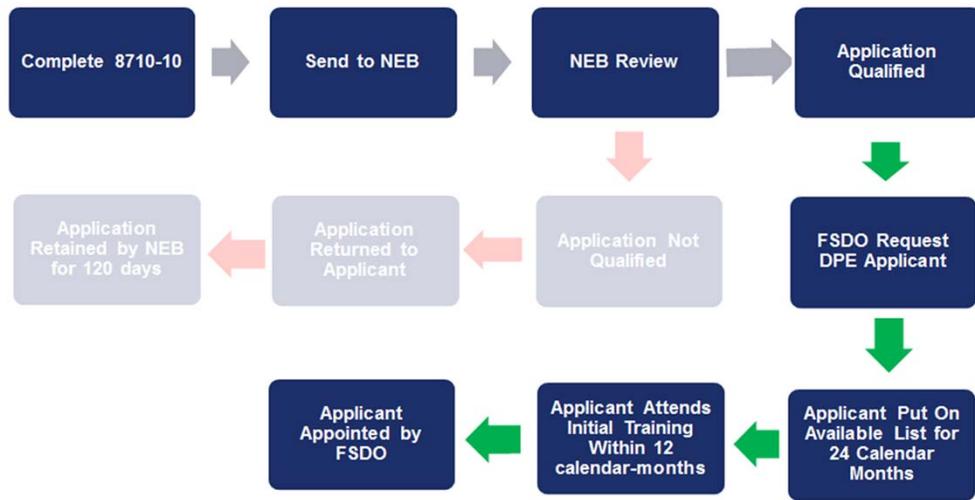
Chapter 2 “Selection and appointment”

- Application Process
- Appointment
- Reinstatement
- Relocation
- General Requirements



Let's discuss Chapter Two “Selection and appointment.”

Application Process



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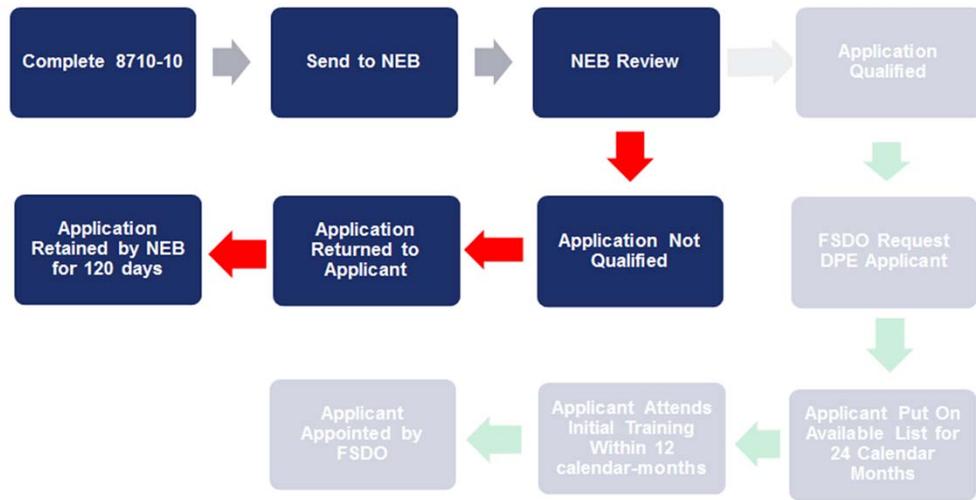
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Applicants that are applying to become a DPE designee must first submit a FAA Form 8710-10, NEB – DPE Candidate Application, to the NEB in care of AFS-650 in Oklahoma City, OK. The application package must include a legible copy of airman and flight instructor certificates held by the examiner candidate, and a copy of their valid medical certificate (at least third-class), if appropriate.

The application will then be audited to ensure that the applicant meets the minimum requirements that are required by FAA Order 8900.2. The next step is the review of the application by the NEB board that meets on a quarterly basis. The NEB then maintains a list of available applicants for a period of two years after the applicant has been approved by the board.

Applicant will have up to 12 calendar-months to attend the DPE Initial Training in Oklahoma City.

Application Process



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In the event the applicant would not be appointed by the FSDO within 12 calendar-months the applicant would have to attend the DPE Initial Training again. After training is successfully completed the applicant can then be appointed by their supervising FSDO.

Applying to the NEB does not guarantee that an applicant will be appointed as a designee, the supervising FAA office must determine if they have the need for and the ability to manage the designee.

If applicant does not qualify they will be notified in writing and why their application was not accepted. The application will be retained by the NEB for 120 days in the event the applicant wishes to appeal the process.

For those non-DPE examiners that do not conduct practical exams, they will make their application directly to the supervising FSDO for the selection process. As with any examiner there must be a need and the supervising FSDO must have the ability to manage the examiner.

Application

- National Designated Pilot Examiner/Flight Engineer Examiner (NDPE/FEER)



For those applicants that desire to be a National Designated Pilot Examiner or Flight Engineer Examiner, as a prerequisite they must be an active DPE prior to submitting their application.

The application is submitted directly to the Experimental Aircraft Association for consideration and review, and they will make recommendation directly to AFS-800 in Washington, DC. AFS-800 the General Aviation and Commercial Division will then make the final selection and appointment.

Appointment

- Certificate of Designation

Certificate of Designation

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

HARRY DANIEL CALLAHAN

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

PILOT EXAMINER

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

Issued at ASW-FSDO-11
Dated September 25, 2003
Certificate No. SW-11-1234

By Direction of the Administrator
Fred Parker
Fred Parker, Manager
Little Rock Flight Standards District Office

FAA Form 8000-5 (4-84)

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FAA Form 8000-5 is a certificate issued to a designee by the FAA office manager authorizing the designee privileges.

As shown on this example, the designation is for Pilot Examiner. For the privileges of Pilot Examiner you must refer to the designee's Certificate of Authority (COA).

Appointment

- Certificate of Authority (COA)

FAA Letterhead

[Date]

[Examiner's Name and Address]

Dear [Candidate's Name]:

This letter authorizes [name of examiner], Examiner Designation Number [region, offices, core cert #, G signifies designee; e.g. EA03006793452-G], to perform the duties as a [PPE, CIRE, SPE, etc.] for the following aircraft: [e.g., CE-500, BE-2000, powered parachute, etc.].

Enclosed is your FAA Form 8000-5, Certificate of Designation, to include:

DESIGNATION CERTIFICATE NUMBER:

DATE OF DESIGNATION: [date of initial appointment]

DESIGNATION EXPIRATION: [date]

This letter expires on [applicable date].

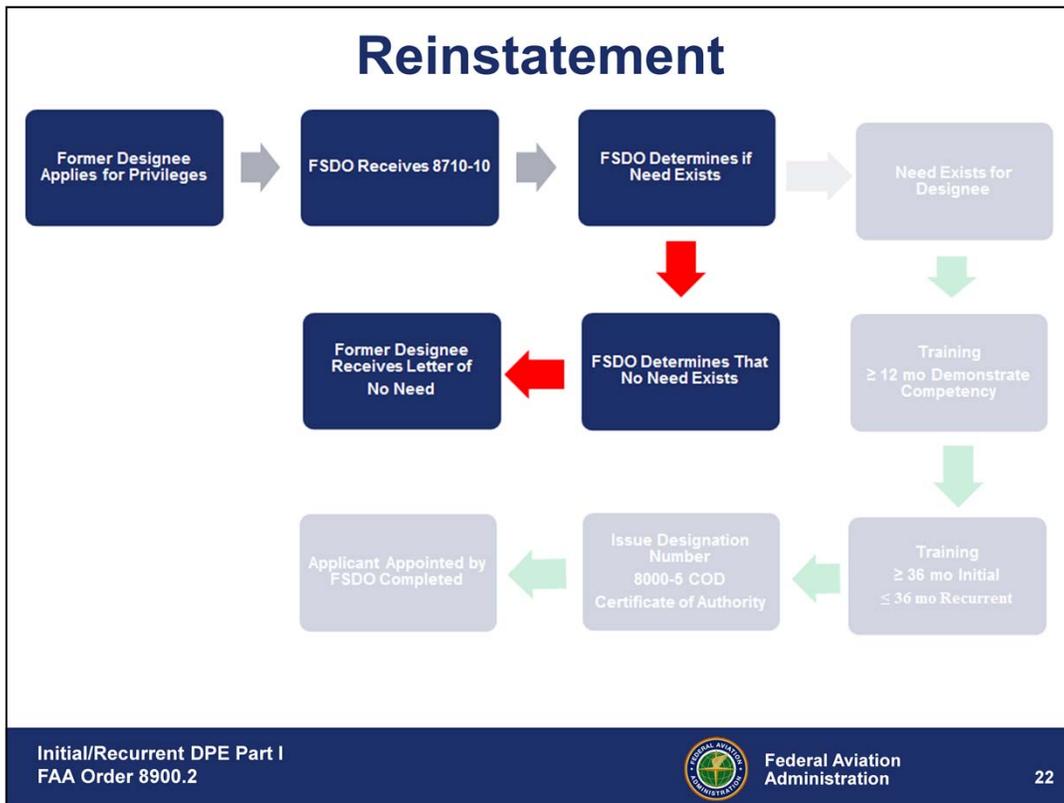
Sincerely,

[Field Office manager's signature]



Examiners who are authorized to conduct practical tests in Multiengine Airplanes, Helicopters, Powered-lifts, Turbine-powered Airplanes, Large Aircraft, Vintage Airplanes, and each FAA qualified simulator will be issued a special authorization in the form of a Certificate of Authority letter.

The FAA will issue a COA letter to each Flight Standards GA designee which specifies the authority and appropriate limitations for that appointment period. The COA letter will be consistent with both the needs of the appointing office and the designee's qualifications.

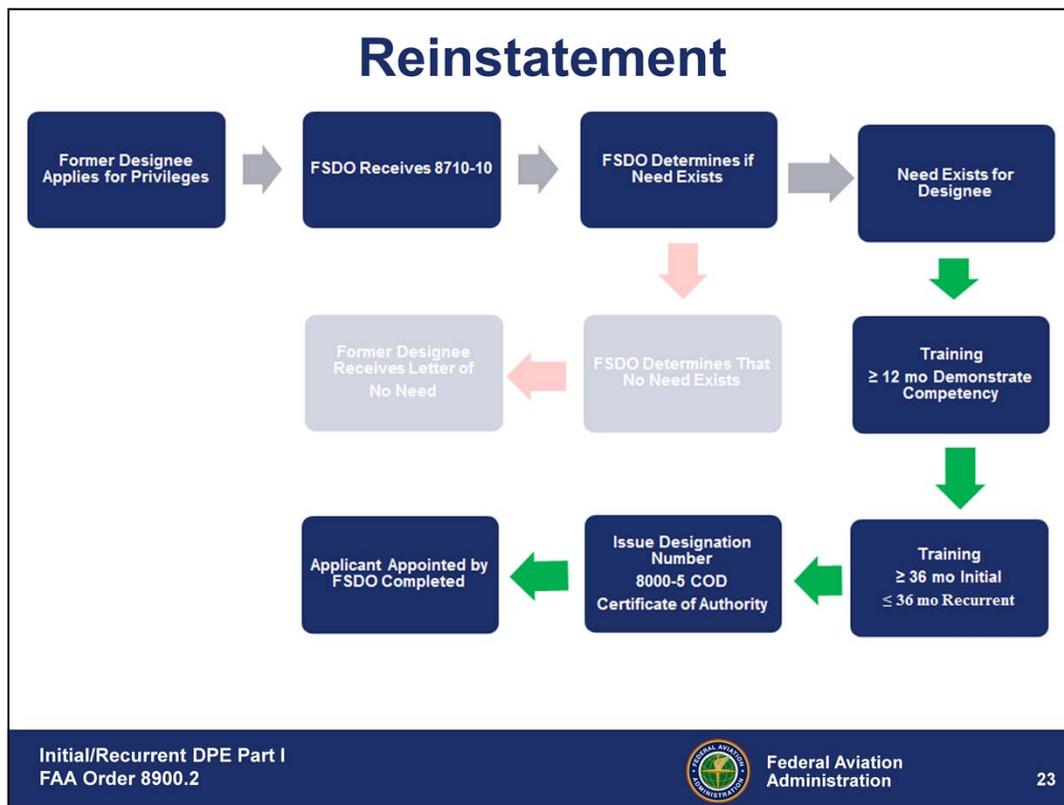


A former designee whose privileges were terminated may apply for reinstatement only at the field office where that designee was last assigned, provided poor performance, judgment, or integrity were not the basis for the termination. The FSDO where the former designee was last assigned, determines if need for the designee still exists.

If the FSDO determines the need for the designee no longer exists, the former designee will receive a letter stating there is no need for the designation.

The FSDO may reinstate the designation only if that designee meets the requirements and procedures for an original issuance of the designation.

The original designation number should be used for reinstatement, unless a change in the managing FAA office is involved or the region directs a general renumbering system. If a change in number occurs, update this information in the Vital Information Subsystem (VIS).



Reinstatement is used in instances where a former designee is applying for privileges, after the termination of his or her designation, to the last managing FAA office that previously had jurisdiction over the designee. Former designees wishing to apply for reinstatement must submit the completed application directly to the designating FAA office and are not required to apply to the NEB if they previously held the same type of designation. The FAA office, in its sole discretion, will determine if there remains a need for the examiner, and if it possesses the ability to manage the examiner.

If the designation has been terminated for more than 36 calendar-months, the designee must satisfactorily complete an initial standardization training seminar before reinstatement. If the designation has been terminated for less than 36 calendar-months, the applicant may be appointed if they meet the recurrent training requirement for that designee type.

If the designation has been expired for less than 12 calendar-months, the field office may require a demonstration of competency for reinstatement.

To qualify for the reissuance of a COA letter, a reinstated designee must demonstrate competency appropriate to the authorization sought.

Relocation

- Geographic Area
- Receiving FAA Office
- NEB
- Application



A current DPE may apply for relocation to another geographic area.

The receiving FAA office must agree to the transfer of the DPE from another geographic area provided there is a need and the receiving FAA office possesses the ability to manage the examiner.

Since the DPE is currently an active examiner there is no need to apply to the NEB, but the DPE will need to complete a new 8710-10 for the receiving FAA office.

Serve Outside The U.S.

- Demonstrated Need
- U.S. Citizens
- Supervision



A designee may be appointed to serve outside the United States provided there is a demonstrated need.

This designation will serve U.S. citizens abroad, as long as the FAA or IFO office can properly supervise the designee's activities.

The designee is subject to limitations as provided by current FAA policy regarding the certification of airmen outside the United States.

Note:

Although the intent of the designee is to serve U.S. citizens abroad, this does not preclude the designee from serving non-U.S. citizens.

General Requirements

- Minimum Age
- Personality Traits
- Training Requirements
- Knowledge of Guidance Materials
- Command of English Language
- Objectivity
- Good Record
- Technology Access

Eligibility requirements for specific designee types are included in the applicable designee component chapter 7. The general requirements for appointment, which are reviewed by the NEB, are:

- Minimum of 23 years of age for all designees.
- Have personality traits of integrity, professionalism, and sound judgment.
- Have satisfactorily completed the applicable training requirement before appointment/renewal as a designee.
- Have good knowledge of the pertinent regulations, directives, and related guidance material.
- Have command of the English language—spoken and written.
- Have the ability to maintain the highest degree of objectivity while performing authorized functions.
- Have a good record in the aviation industry.
- Have internet access, as well as access to a computer and printer with hardware/software sufficient to support the required activities.
- An examiner is not required to be a U.S. citizen.
- Applicants should provide enough detail in their application packages to allow the NEB to determine that they meet the general requirements of Chapter 3 as well as those requirements specific to the applicable designee type Chapter

7 for DPEs.

Chapter 3

- Oversight, Training, & Renewal



In Chapter Three we will look at the oversight of the designee by their supervising FAA office, the training requirements both by AFS-640 and the Managing FAA office, and the designee's renewal requirements.

Oversight

- Resolving Questions
- Observe and Oversight



FAA personnel who supervise the activities of designees must always welcome the opportunity to discuss procedures and standards with designees upon request to resolve any questions.

Designees should direct any questions to their managing FAA office and assigned ASI any time questions or concerns arise when conducting delegated activities. This is consistent with guidance contained in FAA Order 8900.1 Volume 13.

Correspondence received directly from field offices will be returned to the appropriate regional office for response. The regional office will address the question or concern, or elevate the issue to the appropriate office responsible for the policy in question. Regional offices requesting assistance with designee policy should route those questions to the email address stated above. Hard copy correspondence is not required.

Designees should never be instructed to contact policy offices directly, and may contact AFS-640 directly with questions regarding the availability and scheduling of initial and recurrent training only. All other questions should be routed through the FAA managing office as described above.

Designees should expect the FAA to observe them conducting their first complete tests. Thereafter, the examiner may be inspected or observed by FAA personnel at any time with or without prior notice.

Oversight

- Certification Files
- Accuracy of Certification Files



DPEs must submit certification files to the managing FAA office regardless of test results (pass or fail) within 7 calendar-days of the test date.

A critical component of the certification process is the accuracy of the certification files. The managing FAA office may check the designee's aeronautical knowledge and certification procedures at any time.

Initial Training

- Before Designation
- Training Registration
- Appointment

Designee Registration System Web site

<https://av-info.faa.gov/DsgReg/default.aspx>



Before designation, prospective examiners must satisfactorily complete the Initial Standardization Seminar in Oklahoma City. This course provides initial training for certain designee types including Private Pilot Examiner (PE), Commercial and Instrument Examiner (CIRE), Commercial Pilot (CE), Flight Instructor Examiner (FIE), Air Transport Pilot Examiner (ATPE) and designees with Light Sport authorization.

Information regarding Designee Standardization Training Seminars, both for Initial and Recurrent Training is available on the Designee Registration System Web site.

After successful completion of the Initial DPE Training Seminar, personnel from the managing FAA office will coach the examiner in all procedures relevant to the designee's duties before the designee conducts any tests.

Currently, initial training for all administrative designee types is conducted by the managing FAA office.

Initial Training

- Managing FAA Office
 - Direction and Guidance
 - Reference Materials
 - Instruction
 - Non-Discrimination
 - Eligibility Requirements

Following the Initial Training Seminar, personnel from the managing FAA office will conduct an orientation to coach the examiner in all procedures relevant to the designee's duties before the designee conducts any tests. The assigned inspector or FAA personnel from the managing FAA office 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.

For **direction** and **guidance** the designee is expected to call upon the managing FAA office for advice and guidance, as necessary, for the performance of assigned responsibilities in accordance with prescribed procedures.

Reference Material used by the designee is expected to have ready access to the current rules, policy, and technical data appropriate to airman certification and/or the administration of airman knowledge tests, as applicable.

The designee must receive specific **instructions** from the managing FAA office in the proper conduct of his or her authorized functions.

Non-Discrimination is expected of the designee in making his or her services available to all applicants on an equitable basis regardless of who trained the applicant or the applicant's geographic area of residence.

The designee must maintain the **Eligibility Requirements** and are expected to understand the continuing general eligibility requirements as set forth in chapter 2, paragraph 3.

Recurrent Training

- Technical Skills
- Scheduling for Training
- Mandatory Training
- Training Expiration Time
- Certificate of Completion

Each designee is encouraged to attend safety meetings, aviation seminars, and other programs that contribute to the technical skills required for the designation.

Designees must schedule themselves for a Recurrent Training Seminar and notify the managing FAA office. Examiners must satisfactorily complete the Initial Training Seminar prior to enrollment in the Recurrent Training Seminar.

Attendance at a Recurrent Training Seminar is mandatory. Satisfactory completion of the Initial Training Seminar is a prerequisite for enrollment in a Recurrent Training Seminar.

Designees that conduct practical exams must attend Recurrent Training every **24 calendar-months**. Examiners may complete the Initial Training Seminar in lieu of the Recurrent Training Seminar to meet the recurrent training requirement. If training requirements are not met the designee must not conduct practical exams until the requirements are met and the managing FAA office has been notified.

The Certificate of Completion issued to those that successfully complete a Recurrent Training Seminar will expire in the specified time period from the date shown on the certificate. The designee must forward a copy of the Certificate of Completion to the managing FAA office.

Designee Expiration

- Initial Appointment
- Duration of Designation
- COA Expiration



Initial appointment is for a period of 1 year.

After the initial appointment period, the managing FAA office will determine the duration of the designation. The duration of the designation cannot exceed 3 years.

The expiration date appears on the COA letter that each designee receives.

Designee Renewal

- Managing FAA Office
- Annual Meeting
- Maintains General Requirements
- Training



A designee may be renewed if the continuation of the designation is justified, and the designation is in the FAA's interest. The designee is responsible for submitting a timely renewal package.

The FAA office must notify the designee that renewal has occurred and issue a new COA letter. A designation will be renewed under the following conditions:

- Managing FAA office determines that a need still exists;
- FAA office still has the ability to manage the designee; and
- Designee continues to meet the eligibility requirements in Chapter 2, paragraph 3 and the specific requirements listed in the applicable designee component chapter

The designee must attend an annual meeting held by the managing FAA office to discuss designee procedures, problems, and designation renewal. **This training is independent of the training conducted every 24 calendar-months by the Designee Standardization Team, AFS-640.**

When conducting tests, each designee must maintain the applicable airman certificate(s), the general eligibility requirements listed in Chapter 2, paragraph 3 and the specific eligibility requirements in the designee component Chapter 7.

Designee Renewal Application Package

- Package must include
 - Certificate of Authority
 - Activity
 - Current Certificate of Training
 - Pilot Certificates
 - FAA Form 8710-6



The package must include:

- A copy of the designee's current COA letter or previously issued FAA Form 8430-9, Certificate of Authority, or Letter of Authorization
- A record of all designee activity conducted since the issuance or last renewal of their designation;
- A current Certificate of Training showing the designee has successfully completed an Initial or Recurrent Training Seminar;
- A copy of the DPE's current Pilot, Flight Instructor, and Airman Medical Certificate; and
- Additional application materials – FAA Form 8710-6

Designee Renewal

- Designee must apply at least 45 days prior to their expiration
 - FSDO determines need still exists, still have ability to manage, and the designee continues to meet eligibility requirements
- Designee may not exercise privileges unless they hold a current COA letter
 - New COA letter will be issued if found eligible



The designee must apply to the supervising FSDO for renewal at least 45 days prior to their expiration. It is the sole responsibility of the designee to complete the renewal application package.

The managing FAA office determines that a need still exists; they still have the ability to manage the designee, and the designee continues to meet the eligibility requirements as listed in Chapter 2, paragraph 3 and the specific requirements listed in the applicable designee component Chapter 7.

After expiration of the designee's COA letter, the designee may not exercise the privileges of the designation unless he or she has a current COA letter signed by the managing FAA office and the designee.

A Certificate of Authority will be issued by the managing FAA office, if they have found the designee has continued to meet all of the requirements for renewal.

The determination that the designee's knowledge of and application of current procedures and standards are adequate for renewal of the designation may be based on oversight of the designee and the designee's attendance at a meeting or seminar conducted for the purpose of standardization.

Certificate of Authority (COA)



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

July 18, 2011

Mary E. Baker

1225 W. Moose Ave.

Roswell, NM 88201

Dear Ms. Baker

This letter Authorizes Mary E. Baker, Examiner Designation Number SW01004278-G, to perform the duties as PE, CIRE for the following aircraft: Small Multiengine Airplanes and HU-269, HU-369 helicopters. This letter serves as your Certificate of Authority. This Certificate of Authority should be retained for your use and should be safely filed where it is available to you and the FAA.

Enclosed is your FAA Form 8000-5, Certificate of Designation, to include:

DESIGNATION CERTIFICATE NUMBER: SW01004278-G

DATE OF DESIGNATION: JULY 18, 1984

DESIGNATION EXPIRATION: JULY 18, 2013

This letter expires on July 18, 2013

DPEs who are authorized to conduct practical tests in Helicopters, Multiengine Airplanes, Vintage Airplanes, Turbine-powered Aircraft, and aircraft requiring a type rating will receive a special authorization on their COA letter. The COA letter is valid until the expiration date shown on the letter.

Certificate of Authority (COA)

- Multiengine Airplanes and Turbine-Powered or Large Aircraft
- Aircraft that require PIC to hold pilot type rating
- Helicopters
- Flight Simulator

Multiengine Airplanes and Turbine-Powered or Large Aircraft.

For DPEs who are authorized to administer practical tests in a piston-powered multiengine airplanes or turbo-propeller multiengine airplanes that do not require the PIC to hold a pilot type rating, the phrase “Small Multiengine Airplanes” must be listed on the DPE’s COA letter. Prior to being designated to administer a practical test in a small multiengine airplane, the DPE must have logged at least 5 hours of PIC flight time in that multiengine airplane make and model.

Aircraft That Require the PIC to Hold a Pilot Type Rating. For pilot examiners who are authorized to administer practical tests in aircraft that require the PIC to hold a pilot type rating, the COA letter must list that type of aircraft.

Helicopters. For pilot examiners who are authorized to administer practical tests in helicopters that do not require the PIC to hold a type rating, the COA letter must list each make and model of helicopter.

Flight Simulator. For pilot examiners who are authorized to administer practical tests in a flight simulator that is representative of an aircraft that requires the PIC to hold a pilot type rating, the examiner’s COA letter should list the phrase “Flight Simulator-[Aircraft type].”

Chapter 4

“Termination And Appeal”



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

A DPE is a designated representative of the Administrator who is authorized by Title 49 of the United States Code (49 U.S.C.) §44702 to perform the tasks described in 14 CFR part 183, §183.23.

Termination

- Types of Termination
 - Cause
 - Not-for-Cause
- Termination Letter
 - In writing from supervising FSDO Manager

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 a designee's performance (e.g., lack of need for the designee or ability to manage the designee by the FAA office).

Designations are terminated under the general conditions contained in Title 49 U.S.C. §44702. The appointing FAA office manager makes the decision to terminate a designee. The FAA office manager's decision regarding the termination of a designation will be provided to the designee in writing, and the reasons cited will be as specific as possible. Upon receipt of a termination letter, the designee must immediately cease the exercise of their designee privileges.

No matter if the DPE is being terminated for cause or not-for-cause, they will always receive a termination letter in writing from the supervising FSDO.

NOTE: A designee may voluntarily surrender a designation at any time. This voluntary surrender should be made in writing, sent to the supervising FSDO manager and be accompanied by the designee's Certificate of Authority. In the case of a designee that is a Light Sport designee the written letter should be sent to AFS-610 in Oklahoma City.

Termination Appeal

- Non-Selection or Non-Appointment
- Termination for Cause
- Termination Not-for-Cause
- Non-Appeal Termination



The National Examiner Board (NEB) handles appeals of non-selection. Contact the Designee Standardization Branch (AFS-650) with questions. Appeal of non-appointment initiates at the local office, which will handle the appeal in accordance with the appeal of termination process in Order 8900.1, Volume 13, Chapter 5, Section 3.

For a Termination for Cause, the person must make the appeal in writing. If the designee wishes to appeal their termination, they must make the request in writing within 14 calendar-days of receipt of the written notification of the FAA office manager's decision to the regional appeal panel, by sending their appeal letter to the FAA office manager.

After the Appeal decision the designee will be notified in writing of the appeal panel's decision within 60 calendar-days. The regional appeal panel's decision is final.

For a Non-Appeal Termination based on the lack of need, the inability of the FAA office to manage the examiner, loss of a prerequisite certification, or failure to meet training requirements cannot be appealed.

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, Volume 13, Chapter 3, Section 3. The written notification will be sent by certified mail and that is the date that the written response of 60 days must apply.

Chapter 5

“Privileges, Limitations, & Responsibilities”



Now let's discuss Chapter Five, “Privileges, Limitations, and Responsibilities.”

Privileges

- Accept Form 8710-1 or 8710-11
- Conduct tests appropriate to Certificate of Authority (COA)
- Charge a reasonable fee
- Issue temporary airman certificates



A designee may accept either FAA Form 8710-1 or 8710-11 for the purpose of conducting a practical exam or if there is a need to issue an additional Student Pilot Certificate for record keeping purposes.

Conduct tests in the English language, appropriate to the FAA COA letter held by the designee, in accordance with the appropriate PTS.

The examiner should ensure that the applicant understands all fees, including the fee for retesting after failure, before the designee accepts the Airman Certificate and/or Rating Application.

The examiner is given the authority to issue Temporary Airman Certificates to applicants who have been tested and found qualified for the certificate or rating sought. The supervising FSDO may retain this privilege. This authorization should be listed in the COA.

Limitations

- Exam Locations
- Knowledge Testing
- Expired Temporary Airman Certificate
- Permanent Airman Certificate
- Practical Test Standards (PTS)
- Teaching/Testing

A DPE must not conduct tests at locations outside their geographically assigned area, unless authorized by the managing FAA office.

A designee must not conduct or monitor any portion of the computer knowledge test in accordance with FAA Order 8080.6.

A designee must not reissue or amend any expired Temporary Airman Certificates. This is a function of the FAA, and the airman should be directed to the local FSDO.

A designee must not endorse, amend, alter, or issue any permanent airman certificate.

A designee must not exempt any applicant from the testing requirements in the applicable PTS.

A designee must not combine teaching with testing during the testing of an applicant. The use of a well constructed POA will help to eliminate the teaching problem.

Limitations

- Proof of Eligibility
- Required Knowledge Test
- Further Study
- Number of Applicants

A designee must not conduct tests unless an applicant presents proof of eligibility as prescribed in 14 CFR Part 61.

A designee must not conduct oral and practical tests unless the applicant has passed the required airman knowledge test.

The only knowledge test that can be substituted for another knowledge test, is an applicant for Recreational Pilot may take the knowledge test for Private Pilot and use it for the Recreational Pilot Exam.

A designee must not temporarily suspend a test to allow the applicant further study, and then continue the same test later.

A designee conducting an oral and/or practical test must not test more than one applicant at a time, unless authorized in his or her COA by the geographically responsible FSDO and in accordance with the procedures and limitations contained in Order 8900.1.

Limitations

- Authorized Geographical Area
- Testing within FSDO Geographical Area
- Testing outside FSDO Geographical Area
- Language
- Language Requirement



A designee must not test an applicant outside the authorized geographical area. For a DPE, the test must start and conclude within the authorized geographical area. If a designee wants to administer tests outside the geographical area of the managing FSDO or IFO, the designee must:

- Request authorization in writing from managing FSDO or IFO
 - Provide the date and address of the testing site in writing.
 - Make the request in writing at least 3 working days prior to the scheduled activity.

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.

- Receive approval in writing from the designee's managing FSDO or IFO, as appropriate. The managing FAA office will coordinate with the geographical FAA office.
- The designee submits the certification file to the designee's managing FAA office. The FSDO or IFO with jurisdiction over the test location may request copies of any files for tests conducted by the designee in their area.

Examiners must **only** conduct tests in the English language.

Limitations

- Responsibilities
- Appointments
- Attention
- Private/Confidential
- Seminars/Events
- Knowledge/Skills



Each designee must represent the Administrator in a manner that reflects positively on the FAA.

Designees should honor appointments made as promptly as possible. The designee should arrange for the applicant to take the exam with another examiner or send the applicant to the FSDO, if they are unable to conduct the exam.

Designees must give undivided attention to the applicant during the testing period, and must assure that discussion following any test is private and confidential.

The FAA encourages designees to attend and take part in FAA Safety Team (FAASTeam) seminars and events. The FAA values the participation of examiners as FAASTeam representatives in providing support for safety meetings.

A designee must maintain a high degree of knowledge and skill in the subject areas required for airman certification, evaluation, and testing techniques.

Chapter 7

“Designated Pilot Examiner Program”

Initial/Recurrent DPE Part I
FAA Order 8900.2



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As a designee you will find that Chapter Seven applies only to your discipline as a DPE.

General Qualifications Eligibility

- MUST be technically qualified
- MUST hold all pertinent category, class, and type ratings for each aircraft designation sought
- MUST meet requirements of 61.56, 61.57, and 61.103
- **If a medical is required, Examiners MUST maintain at least a third-class medical certificate throughout duration of their designation**



Candidates for designation as a DPE must be technically qualified, and must hold all pertinent category, class, and type ratings for each aircraft for which designation is sought.

All DPEs must meet the requirements of 14 CFR Part 61, §§ 61.56, 61.57, and 61.103, as appropriate.

For designations requiring a medical certificate, the examiner must maintain at least a third-class medical certificate throughout the duration of the designation, except in the case of a designation limited to examining in balloons, gliders, or simulators for which no medical certificate is required.

General Qualifications Eligibility

- Examiners not required to hold a medical are limited to:
 - Balloons
 - Gliders
 - Simulators
 - Light Sport

Those examiners that conduct exams in aircraft that do not require a medical would be limited to balloons, gliders, simulators, or Light Sport Pilot Examiners.

General Qualifications Eligibility

- Examiners conducting practical exams in aircraft requiring two or more crew members
 - Must meet requirements of Part 61.58
 - Be qualified to act as PIC of each aircraft for which they are authorized throughout the duration of their designation



For all examiners that conduct practical exams in aircraft that require two or more crew members they must meet the requirements of Part 61.58, if appropriate, and be current and qualified to act as PIC of each aircraft for which they are authorized throughout the duration of their designation.

General Qualifications Eligibility

- Flight Instructor Certificate
- Sport Pilot Examiner
- Rotorcraft/Helicopter Designation



DPEs are required to have a valid Flight Instructor Certificate and must maintain it's currency for the duration of their designation.

A Sport Pilot Examiner (SPE) must maintain a current FAA Flight Instructor Certificate and a valid U.S. driver's license or an airman medical certificate.

In order for a DPE with Rotorcraft/Helicopter Designation to conduct a practical test in a specific make and model of helicopter, the DPE must have that make and model of helicopter listed on their COA letter. In order for a DPE to conduct a practical test in a helicopter that requires the PIC to hold the appropriate pilot type rating, the DPE must have that type of helicopter listed on their COA letter.

Prior to being designated to administer a practical test in a specific make and model or type of helicopter, a DPE must have logged at least 5 hours of PIC flight time in that specific helicopter make and model or type.

General Qualifications Eligibility

- Helicopter
- Multiengine Airplanes
- Type Rated Aircraft
- Glider
- Balloon
- Sport Pilot Examiner

Initial/Recurrent DPE Part I
FAA Order 8900.2



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An examiner must have logged at least 5 hours as PIC in each make and model of multiengine airplane and helicopter, and all aircraft requiring a type rating, in which that examiner conducts tests.

Glider examiners must show experience and demonstrate skill in aero tow, ground tow and self-launch procedures, or their examining authority will be limited to the launch privileges authorized.

Private Pilot Examiners and Commercial Examiners with balloon designations may have flight time in gas balloons, hot air balloons, or a combination of the two in order to meet the flight time requirements for designation. If the examiner's pilot certificate is restricted to balloons with airborne heater or gas balloons only, the examiner may conduct practical tests only in that kind of balloon (e.g., hot air or gas balloon).

Sport Pilot Examiner may perform testing **ONLY** in aircraft that meet the definition of light sport aircraft. They may issue a sport pilot certificate, flight instructor certificate w/sport pilot rating, or private certificate w/powered parachute and/or weight shift control ratings.

A Sport Pilot Examiner (Airplane) cannot issue a private certificate w/powered parachute and/or weight shift control.

AFS-610 will authorize which functions an examiner can conduct.

Pilot Examiner Designations

- Private Pilot (PE)
- Commercial and Instrument Rating (CIRE)
- Commercial Pilot (CE)
- Air Transport Pilot Examiner (ATPE)

A DPE that has Private Pilot examiner privileges is authorized to conduct exams for the Private Pilot Certificate and also for a Recreational Pilot Certificate. An examiner with this designation is not authorized to conduct instrument exams or higher grades of certificates.

A Commercial and Instrument Rating Examiner conducts Commercial Pilot Certification Tests, Instrument Rating Practical Tests, and additional aircraft rating tests as specifically authorized for Airplanes, Powered-lifts, and Rotorcraft-Helicopters.

An examiner with this designation is not authorized to conduct exams from Private or Recreational Pilot Certificates unless they have those designations on their COA.

A Commercial Examiner conducts Commercial Pilot Certification tests in Rotorcraft, Gliders, Lighter-than-air Aircraft, and additional ratings as specifically authorized. They are only allowed to give an exam for commercial privileges and are not authorized to give Instrument, Private Pilot or Recreational Pilot Certificates. Most often examiners with this designation are giving exams in Gliders and Lighter-than-air Aircraft since they do not have the ability of receiving an Instrument Rating. The other certificate that is often associated with a Commercial Pilot Examiner is the issuing of Rotorcraft Commercial Certificates because their commercial

abilities are not restricted by not possessing an Instrument Rating.

Pilot Examiner Designations

- Flight Instructor Examiner (FIE)
- Flight Instructor Renewal Examiner (FIRE)



An FIE, as authorized by the managing FSDO, conducts practical tests for the original issuance, renewal, and reinstatement of Flight Instructor Certificates and Ratings. An important distinction of the FIE is that they are authorized to issue flight instructor renewals or reinstatements on the basis of **practical tests only**.

An FIRE is authorized by the managing FSDO to accept applications for renewal of a flight instructor certificate that is still current and where the renewal process is merely administrative (meaning, a practical test is not required for renewal of the applicant's Flight Instructor Certificates). FIRE's are appointed by the managing FSDO and their application does not go through the NEB. The examiner must identify themselves as an FIRE on FAA Form 8710-1, Airman Certificate and/or Rating Application, when processing Certified Flight Instructor (CFI) renewals.

Pilot Examiner Designations

- National Designated Pilot Examiner and Flight Engineer Examiner (NDPE/FEE)
- Flight Engineer Examiner (FEE)
- Pilot Proficiency Examiner (PPE)



An NDPE/FEE conducts airman certification practical tests and proficiency tests in vintage/former military airplanes that are identified and listed as vintage airplanes under the NDPE/FEE program.

An FEE is authorized to conduct flight engineer certificates and ratings (for other than part 121 or 125 purposes) to applicants who qualify in accordance with 14 CFR part 63.

A PPE conducts the PIC proficiency checks required by § 61.58 for airmen who act as PIC of aircraft that require more than one required pilot flight crewmember or is turbojet-powered and are operated under other than parts 121, 125, 129, or 135. A PPE does not conduct certification practical tests.

Pilot Examiner Designations

- Airmen Certification Representative (ACR)
- Airmen Certification Representative (ACR) with Designated Pilot Examiner (DPE) Performing ACR Duties

An ACR accepts applications for airman certificates and/or ratings from the graduates of a pilot school that holds appropriate examining authority under Part 141. An ACR employed solely by a Flight Instructor Refresher Clinic (FIRC) reviews applicants' attendance/training records and determines applicants' eligibility for the renewal of a current flight instructor certificate.

A current DPE is authorized to perform ACR duties and responsibilities for any airman certificate or rating. A DPE who performs ACR duties and responsibilities is not required to have their COA letter revised in order to perform ACR duties and responsibilities.

The eligibility and experience requirements for the ACR position are covered in chapter 7, section 18. The examiner must identify themselves as an ACR on the FAA Form 8710-1 application when processing CFI renewals. A current DPE is only authorized to perform the ACR duties at a FIRC and not for ACR functions at a Part 141 school.

Pilot Examiner Designations

- Military Competency Examiner (MCE)
- Foreign Pilot Examiner (FPE)

The MCE reviews a military pilot's records, verifies computer test reports of the military competence knowledge test, and issues Commercial Pilot Certificates and Instrument Ratings to qualified military pilot applicants as specifically authorized (e.g., § 61.73). The MCE may issue/upgrade pilot certificates bearing type ratings based on the applicant's military pilot qualifications.

An FPE may issue Private Pilot Certificates and Ratings at the Private Pilot Certification level on the basis of an applicant's foreign license qualifications. The FPE reviews applicants' records, verifies computer test reports for the Foreign Pilot Instrument knowledge tests, and issues Private Pilot Certificates to qualified foreign applicants in accordance with § 61.75.

Both the MCE and the FPE are classed as Administrative Examiners since they are involved in the review of records and applications and not the issuance of certificates on the basis of a practical exam. These examiners may be designated individually or the combination of the military and foreign examiner designation. The appointment of these examiners is the responsibility of the managing FAA office and does not go through the NEB process. Their oversight is conducted by the appointing FAA office, and in this case they would be conducting international operations. They must coordinate with the IFO with geographic oversight.

Pilot Examiner Program

- Practical Test for Designation
- Additional Designations
- Experience Required for Renewal of Designation



The practical test for initial examiner designations, issuance of additional designations, and renewal of examiner designations must contain both the appropriate oral questioning and aircraft/flight simulator performance in accordance with the PTS. A complete pretest, preflight, and postflight briefing must be completed for any practical test.

The additional designation for an examiner must hold the certificate and rating(s), without limitation, appropriate to the additional designation sought. Additionally, the examiner must meet the appropriate flight experience required for initial designation of the examining authority desired. The examiner must meet the appropriate flight experience required for initial designation as found under Specific Eligibility Requirements set out in figures 7-1 through 7-3.

While exercising the privileges of their designation, designees must continue to maintain their currency and proficiency in accordance with Figure 7-4 in FAA Order 8900.2.

Pilot Examiner Program

- Requirements for additional designations
 - Demonstration of competency appropriate to aircraft or simulator and designation sought
 - When a designation is added, a new COA showing all designations held will be issued
 - Current designation number will be used



Requirements; except for placing an additional grouping of vintage airplanes on an existing NDPE/FEE authorization, 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. The examiner's current designation number will be used.
- At the time a new designation is added, the examiner's existing designation(s) may be renewed.

Pilot Examiner Program

- Test Criteria for Additional Designations
 - Testing same maneuvers and procedures for additional designation need not be repeated if the new designation is to be added within 12 months of the initial evaluation.
 - if 12 calendar-months or more have elapsed since the examiner candidate was evaluated, examiner must be tested on all maneuvers and procedures appropriate



Testing Criteria for all required maneuvers and procedures from the appropriate PTS must be tested for an initial designation. Testing on the same maneuvers and procedures for an additional designation need not be repeated if the new designation is to be added within 12 months of the initial evaluation. For example, if an examiner candidate is evaluated simultaneously for both PE and CIRE—Airplane designations and the examiner candidate satisfactorily completes all of the maneuvers and procedures for the PE designation, then only those maneuvers and procedures which differ for the CIRE designation need be evaluated. However, if 12 calendar-months or more have elapsed since the examiner candidate was evaluated for a PE designation, then the examiner candidate must be tested on all maneuvers and procedures appropriate to a CIRE designation in order to qualify for the additional designation.

Pilot Examiner Program

- Examiner must:
 - Complete a pretest, preflight, and postflight briefing for all practical tests conducted.
 - Must advise applicant that the “Test Has Begun.”, after pretest
 - Examiner is required to issued a Temporary Certificate, Notice of Disapproval, or Letter of Discontinuance that is appropriate to the outcome



Whether a pilot examiner is conducting their initial examiner designation, additional designation, or renewal of the examiner's designations they must conduct a complete and appropriate oral questioning and aircraft performance exam in accordance with the appropriate pilot test standard.

In all cases, the examiner must complete a pretest, preflight, and postflight briefing for all practical tests conducted. An examiner should always remember that after the completion of the pretest exam they must advise the applicant that the “Test Has Begun.” Until the examiner has advised the applicant of the beginning of the exam, the applicant is not issued any final paper work in the form of a Temporary Certificate, Notice of Disapproval, or Letter of Discontinuance. After the applicant has been informed the test has begun, the examiner is required to issued a Temporary Certificate, Notice of Disapproval, or Letter of Discontinuance that is appropriate to the outcome.

Certificate of Authority (COA)

- Special Authorizations
 - **Helicopters**
 - **Type Rated Aircraft**
 - Flight Simulators
 - Multiengine Airplanes
 - Single-Engine Airplanes

Examiners who are authorized to conduct practical tests in multiengine airplanes, helicopters, powered-lifts, turbine-powered airplanes, large aircraft, vintage airplanes, and each FAA qualified flight simulator will be issued a special authorization in the form of a COA letter.

For DPEs who are authorized to administer practical tests in helicopters that do not require the PIC to hold a type rating, the COA letter must list each make and model of helicopter. Prior to being designated to administer a practical test in a specific make and model of helicopter, a DPE must have logged at least 5 hours as PIC flight time in that helicopter make and model.

For DPEs who are authorized to administer practical tests in aircraft that require the PIC to hold a pilot type rating, the COA letter must list that type of aircraft. Prior to being designated to administer a practical test in an aircraft that requires the PIC to hold the appropriate pilot type rating, the DPE must have logged at least 5 hours of PIC flight time in that aircraft type.

Certificate of Authority (COA)

- Special Authorizations
 - Helicopters
 - Type Rated Aircraft
 - **Flight Simulators**
 - **Multiengine Airplanes**
 - **Single-Engine Airplanes**

For DPEs who are authorized to administer practical tests in a flight simulator that is representative of an aircraft that requires the PIC to hold a pilot type rating, the phrase “Flight Simulator-[Aircraft type]” should be listed on the DPE’s COA letter.

For DPEs who are authorized to administer practical tests in a piston-powered multiengine airplanes or turbo propeller multiengine airplanes that do not require the PIC to hold a pilot type rating, the phrase “Small Multiengine Airplanes” must be listed on the DPE’s COA letter. Prior to being designated to administer a practical test in a small multiengine airplane, the DPE must have logged at least 5 hours of PIC flight time in that multiengine airplane make and model.

For DPEs who are authorized to administer practical tests in single-engine airplanes that do not require the PIC to hold a pilot type rating, the phrase “Airplane Single Engine [Land or Sea (as appropriate)]” must be listed on the DPE’s COA letter. Prior to being designated to administer a practical test in a single engine airplane that is turbine powered, the DPE must have logged at least 5 hours of PIC flight time in that single-engine airplane make and model (emphasis added: turbine-powered single-engine airplanes).

Certificate of Authority (COA)

- Interim Authorization
- Infrequently Requested Aircraft

An Interim Authorization may be issued to a pilot examiner that is qualified and current in a specific make and model of aircraft for which examiner services are rarely requested and the examiner holds a current examiner authorization for a comparable type of multiengine airplane, the FSDO may issue the examiner an interim COA letter authorizing onetime testing privileges in that airplane.

The COA letter must state the aircraft make and model, restrictions (if any), and the expiration date. The expiration date of the COA letter is determined by the FSDO manager but **must not exceed 30 days** from the date of issuance.

For Infrequently Requested Aircraft the FSDO may elect not to issue a COA letter to a Pilot Examiner for a specific make and model of aircraft that the FSDO has received infrequent requests for certification practical tests in that particular type of aircraft. In the case of an infrequently requested aircraft, the FSDO may assign an ASI to conduct certification practical tests in that aircraft

Practical Test/Certification

- Written Plan of Action
- Practical Test Standards (PTS)

Examiners must conduct the entire practical test in English using a written POA developed from the Examiner Test Guide and appropriate PTS.

The examiner must develop a scenario that allows the evaluation of most of the Areas of Operations and Tasks required in the practical tests with minimum disruptions.

Some maneuvers (stalls, steep turns, performance maneuvers) are not normally done during routine flight operations. These maneuvers still must be demonstrated. It is preferable that these maneuvers be demonstrated after the scenario is completed. But, practical test scenario can be suspended to conduct the maneuvers, and then resumed, if the situation, due to time and efficiency of the practical test so dictates.

Practical Test/Certification

- Aircraft Flight Manual (AFM)
- Intentional Violation
 - Grounds for Termination



The examiner must conduct the practical test in accordance with the appropriate regulations, PTS, operating limitations of the aircraft, and procedures prescribed in the Aircraft Flight Manual (AFM). Examiners must not use, or ask the applicant to use, procedures contrary to those specified by the AFM.

Under no circumstances may an examiner intentionally allow an applicant to violate a regulation, fail to comply with an air traffic control (ATC) clearance, or create a potentially hazardous situation.

Practical tests not conducted in accordance with the applicable PTS, regulations, and safe operating practices may be invalid and may be grounds for termination of the examiner's designation.

Practical Test/Certification

- Personal Prejudices
- Appointments
- Test Environment



Examiners must not allow Personal Prejudices to interfere with the objective evaluation of an applicant. If a personality conflict or disagreement develops between the examiner and the applicant before any unsatisfactory performance by the applicant, the examiner or the applicant may discontinue the practical test. In this case, the examiner issues a Letter of Discontinuance.

An examiner is expected to honor appointments unless special circumstances warrant cancellation or postponement. If the cancellation or postponement is at the examiner's request, it is the examiner's responsibility to reschedule the practical test. If the examiner cancels a practical test without rescheduling, the examiner should recommend another examiner or instruct the applicant to contact the managing FAA office.

The examiner must select a testing environment to conduct the oral portion of the practical test in a private area free from distractions. The examiner must give the applicant their undivided attention during the test and ensure that any discussion of test results with the applicant is in private. By mutual agreement from both the applicant and the examiner, the applicant's flight instructor or the school's chief instructor or assistant chief may be allowed to be present during the practical test.

Practical Test/Certification

- English Language Skill Standards



All practical tests will be conducted in English. The examiner must comply with the current edition of Advisory Circular (AC) 60-28, English Language Skill Standards Required by 14 CFR Parts 61, 63, and 65, and International Civil Aviation Organization (ICAO) Level 4 Language Proficiency Criteria (Figure 7-6) to ensure that applicants meet regulatory requirements.

If the applicant is unable to read, speak, write, and understand the English language in accordance with the criteria listed in this paragraph, the examiner must terminate the practical test and refer the applicant to the managing FAA office.

Practical Test/Certification Applicant Trained by Examiner

- Private, Commercial or Additional Class
- Flight Instructor Examiner
- Airline Transport Pilot Examiner

An examiner who trains an applicant for a certificate or rating may only test that applicant if another instructor has given the applicant at least 3 hours of flight instruction and is the recommending instructor (1.5 hours if the test is in a glider or balloon; 1.0 hours if the test is in a powered parachute; 2.0 hours if the test is in all other light sport aircraft categories). The recommending instructor must sign the back of the 8710-1 under Instructor's Recommendation.

An examiner may also test an applicant trained by that examiner for an additional aircraft class rating if the applicant has obtained the written recommendation of another CFI who has personally checked the applicant and found the applicant prepared for the practical test.

An FIE may test an applicant trained by that examiner for a flight instructor certificate or rating if the examiner obtains written permission from the jurisdictional FSDO. In the case of a test to be conducted outside the United States, the examiner must obtain the permission of the managing FAA office/region.

An ATPE may test an applicant trained by that examiner for an ATP certificate or rating if the examiner obtains the written permission of the jurisdictional FAA office. In the case of a test to be conducted outside the United States, the examiner must obtain the permission of the managing FAA office/region.

Examiner Limitations

- Altered/Amended Certificate
- Authorized Aircraft



Examiners must not alter or amend any pilot or flight instructor certificate. Applicants who have passed tests for additional ratings must be issued a new FAA Form 8060-4 Temporary Airman Certificate. Ratings, shown on a restricted pilot certificate must not be included on an issued FAA Form 8060-4 for a standard airman certificate unless the previously shown ratings include the notation "U.S. TEST PASSED."

An examiner must use an authorized aircraft and not conduct a practical test in any aircraft for which the examiner does not hold a category, class, and if appropriate, aircraft type rating or authorization and must not conduct a practical test in any Multiengine Airplane, Vintage Airplane, Helicopter, Power-lift, Turbine-powered Aircraft, or large aircraft other than those shown on a Certificate of Authorization (COA).

Examiner Limitations

- Special Medical Flight Tests
- English Language Requirements



Unless specifically authorized by the managing FAA office, an examiner must not accept an application for an airman certificate or rating from an applicant requiring a special medical flight test. Such applicants should be referred to a managing FAA office.

An examiner is not authorized to issue an airman certificate with the limitations "NOT VALID FOR FLIGHTS REQUIRING THE USE OF ENGLISH" or "NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIO." A certificate with such limitations can only be issued by an FAA office when based on FAA Form 8500-15, Statement of Demonstrated Ability (SODA). If the deficiency is not due to a medical reason, the applicant is not eligible for the certificate. Only the FAA office may remove the English language limitation.

Examiner Status

- Not PIC of aircraft during a practical test unless agreed to prior
 - FAA strongly recommends that an examiner not agree to act as PIC of a flight during a practical test
- Physical Location
 - Must be in other pilot crewmember station when conducting a practical test in aircraft requiring one pilot crewmember
 - If aircraft does not have room for examiner, practical exam should be canceled

An examiner status while conducting a practical test is to observe and evaluate an applicant's ability to perform the procedures and maneuvers required for the certificate or rating sought. The examiner is not PIC of the aircraft during a practical test unless the examiner agrees to act in that capacity by prior arrangement with the applicant. The FAA strongly recommends that an examiner not agree to act as PIC of a flight during a practical test.

An examiner must accompany the applicant in the aircraft during all practical tests in accordance with § 61.45(b)(1)(iii). An examiner is expected to be physically located in the other pilot crewmember station when conducting a practical test in an aircraft that only requires one pilot crewmember. If the aircraft does not have room for the examiner, the practical exam should be canceled.

Examiner Status

- Aircraft with Two or More Flight Crew
- Jump seat or station in the cabin
- Required Flight Crewmember

During practical tests given on aircraft requiring a flight crew of two or more, the examiner should give the practical test from a designated jump seat or place in the cabin from which the flight can be adequately observed.

When an examiner conducts a practical test from a jump seat or station in the cabin, a pilot who is qualified to act as PIC in that aircraft must occupy a pilot seat. When an examiner agrees to give the practical test from a designated jump seat or place in the cabin from which the applicant can be observed, the examiner must conduct a preflight briefing with the applicant and the other pilot about safety precautions, procedures, duties, and responsibilities of each crewmember before beginning the flight portion of the practical test.

Examiners must observe special considerations when electing to serve as a required flight crewmember during a practical test. In addition to being appropriately rated and holding a current medical certificate, the examiner must also be current in accordance with §§ 61.55, 61.56, 61.57, 61.58, and 14 CFR part 91, § 91.109(c), as applicable. Due to liability considerations, the FAA strongly recommends that examiners not conduct practical tests in which they will serve as a required crewmember.

Examiner Status

- Sport Pilot Examiners
 - Must accompany applicant on all practical tests
 - Unless aircraft only has one seat
 - Limitations will apply
 - Must refer to appropriate PTS
 - Ensure required maneuvers are performed for single pilot aircraft



An SPE must accompany the applicant in the aircraft during all practical tests in accordance with § 61.45(b)(1)(iii) unless the aircraft only has one seat.

If the applicant presents a single-seat aircraft, the examiner can proceed with the practical test. The pilot will have a limitation placed on their sport pilot certificate, which limits operation to a single-seat light sport aircraft; they will not be authorized to carry passengers.

The examiner must refer to the appropriate PTS to ensure the required maneuvers are performed for single pilot aircraft. The pilot certificate of an applicant successfully passing the test is issued a pilot certificate with a limitation "No passenger carriage and flight in a single-seat light-sport aircraft only."

Examiner Status

- Commercial Flying
- Carriage of Passengers
 - Designee must not allow anyone other than an ASI to observe a test

If an examiner administers a practical test from a jump seat or cabin station of an aircraft requiring a flight crew of two or more, or from a pilot seat of an aircraft requiring a flight crew of only one pilot, flight time accrued as an examiner is not deemed to be other commercial flying with respect to the flight and duty time limitations stated in parts 121, 125, and 135. However, if an examiner serves as a required crewmember during a practical test on an aircraft requiring a flight crew of two or more, that flight time is deemed to be other commercial flying.

For designee training purposes only, exceptions may be authorized in writing by the managing FAA office.

Aircraft For Practical Exams

- Experimental Aircraft



Initial/Recurrent DPE Part I
FAA Order 8900.2



Federal Aviation
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An applicant for an airman certificate or rating must furnish an airworthy aircraft appropriate for the certificate or rating sought. At the examiner's discretion, this includes U.S. military aircraft, certain experimental aircraft that can be identified as a category and class of aircraft (if class of aircraft is appropriate) under § 61.5, or properly certificated aircraft of foreign registry.

An applicant may request a practical test in an experimental aircraft. The aircraft may be certificated as amateur-built or for exhibition purposes. An examiner may conduct a practical test in such experimental aircraft provided that all the following conditions are met:

- The examiner is **WILLING** to conduct the test.
- The applicant is not prohibited from accomplishing the required tasks by the operating limitations issued for the experimental aircraft.
- If the experimental aircraft is not capable of performing all required tasks, another aircraft of the same category, class, and type, as appropriate, must be provided for those tasks that cannot be accomplished in the experimental aircraft.

Aircraft For Practical Exams

- Aircraft Limitations



Initial/Recurrent DPE Part I
FAA Order 8900.2



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An aircraft limitation will be placed on an applicant's pilot certificate if the applicant provides an aircraft that has operating characteristics that preclude it from performing all the tasks required during the practical test per § 61.45(b)(2). However, this situation and the kind of aircraft to be used must be specifically identified and approved by the FAA.

- An example of approved limitations that have been approved by AFS-800 is the use of the Ercoupe for use in a practical exam. Persons seeking to use an Ercoupe for a practical test would receive the limitation "Limited to Ercoupe Without Rudder Pedals."
- Another commonly seen limitation is the use of the Cessna 337 Skymaster aircraft for use in a practical exam. An applicant that holds an airplane instrument rating and has not demonstrated instrument proficiency in a multiengine airplane with a published VMC shall complete the additional Tasks listed under Removal of the "Airplane Multiengine VFR Only" Limitation section. The removal of the "Limited to Center Thrust" limitation, at the private pilot certificate level; requires an applicant to satisfactorily perform the following Areas of Operation and Tasks from the private/commercial AMEL and AMES PTS in a multiengine airplane that has a manufacturer's published VMC speed.

Aircraft For Practical Exams

- Public Aircraft



Initial/Recurrent DPE Part I
FAA Order 8900.2



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In accordance with Title 49 of the United States Code (49 U.S.C.) § 40102(a)(41), public aircraft are aircraft owned and operated by a state government, the District of Columbia, or a territory or possession of the United States or a political subdivision of one of those governments, except as provided in 49 U.S.C. § 40125(b).

- Public aircraft that do not hold an FAA airworthiness certificate are not authorized for use in a practical test. A pilot may not use a public aircraft that does not hold an FAA airworthiness certificate for a practical test or for maintaining recency of experience under part 61.
- In accordance with PL 103-411 and 49 U.S.C. § 40102, a public aircraft is not authorized to be used for the purposes of receiving pilot training for the furtherance of a certificate, rating, or recency of experience or for conducting a practical test for an airman certificate or rating.

Aircraft For Practical Exams

- U. S. Military Aircraft



Initial/Recurrent DPE Part I
FAA Order 8900.2



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The prohibition on conducting a practical test in a public aircraft does not apply to military aircraft. An acceptable U.S. military aircraft is one that is under the direct operational control of the U.S. military (e.g., Regular, Reserve, National Guard, or U.S. Coast Guard) forces. Former U.S. military aircraft that are not under the direct operational control of the U.S. military forces may not be used for practical tests, unless the aircraft holds a U.S. airworthiness certificate

- The examiner must advise an individual who requests a practical test in a U.S. military aircraft that the applicant must provide a letter from the commanding officer or the operations officer of the U.S. military organization having jurisdiction over that aircraft. The letter must state that the applicant is authorized to use the aircraft for a practical test from the FAA and that all maneuvers required for the test are authorized to be conducted in the aircraft.
- Without the official, original letter accompanying the application, an examiner must not conduct any part of a practical test involving a U.S. military aircraft/simulator.

Aircraft Equipment

- Adequate Visibility



Initial/Recurrent DPE Part I
FAA Order 8900.2



Federal Aviation
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Except as provided by § 61.45(b)(2), an aircraft furnished for a practical test by an applicant must have the equipment required to accomplish each Area of Operation on the practical test. The applicant may need to use two or more aircraft to accomplish all of the practical test requirements (for simulated instrument flight, see the additional requirements of § 61.45(e)(2)).

The aircraft must have pilot seats with adequate visibility for safe operation and, when the examiner conducts the test from a jump seat, have cockpit and outside visibility adequate for the examiner to evaluate the applicant's performance.

Aircraft Equipment

- View Limiting Device
- Required Controls



During the practical test for an instrument rating or other certificates/ratings requiring a demonstration of instrument proficiency, the applicant must provide a view limiting device, that is satisfactory and acceptable to the examiner, which prevents flight by visual reference.

An aircraft (other than lighter-than-air) must have engine power and flight controls that are easily reached and operable in a conventional manner by both pilots, as provided by § 61.45(c), unless the examiner determines that the practical test can be conducted safely without them.

Aircraft Equipment

- Aircraft with Single Controls
 - Examiner must agree to conduct the test
 - Test does not involve a demonstration of instrument skills; and
 - Proficiency of applicant can be observed by examiner, in a position to observe applicant

At the discretion of the examiner, an aircraft furnished by the applicant may have a single set of controls. Tests for the addition of aircraft category, class, or aircraft type ratings to private and commercial pilot certificates may be conducted in single-control aircraft under the provisions of § 61.45(e).

- In accordance with 61.45(e) a practical test may be conducted in an aircraft having a single set of controls, provided:
 - The examiner agrees to conduct the test;
 - The test does not involve a demonstration of instrument skills; and
 - The proficiency of the applicant can be observed by an examiner who is in a position to observe the applicant.

Flight Simulators Training Devices/ATD

- Flight Simulators
- Flight Training Devices
- Basic and Advanced Training Devices



All flight simulators and flight training devices (FTD) used for training or testing during a practical test must be qualified and approved in accordance with § 61.4(a).

DPEs who are authorized to administer practical tests in a flight simulator that is representative of an aircraft that requires the PIC to hold a pilot type rating, the phrase "Flight Simulator-[Aircraft type]" should be listed on the DPE's COA letter.

BATDs and AATDs are not to be used for any portion of a practical test.

Engine Shutdown

- Multiengine Airplane
 - Preflight Briefing
 - Feathering Propellers
 - Simulated Engine Failure



An examiner who conducts a practical test in a multiengine airplane must discuss methods of simulating engine failure with the applicant during the required preflight briefing. The examiner and the applicant must discuss and follow the aircraft manufacturer's recommended procedures.

An appropriately equipped airplane must be provided by the applicant.

- The feathering of one propeller must be demonstrated in flight in multiengine airplanes equipped with propellers which can be feathered and unfeathered. However, as is the case for all practical tests, the PTS requires that the applicant bring an aircraft that is "capable of performing all appropriate tasks for the certificate or rating and have no operating limitations that prohibit the performance of those tasks."
- If due to environmental considerations the feathering demonstration cannot be safely performed, a Letter of Discontinuance must be issued.
- A propeller that cannot be unfeathered during the practical test must be treated as a true emergency.
- Feathering and engine shutdown must be performed at altitudes in areas, and from positions where safe landings on

established airports can be readily accomplished.

Structure of Practical Test

- Practical Test Per Day
- Sport DPE

The number of practical tests per day that a DPE may not conduct more than 2 practical tests in 1 calendar-day (i.e., midnight to midnight), unless that DPE has received specific written permission from the supervising FAA office. Initial tests, re-tests, discontinuances, or continuations of practical tests are all considered practical tests, and the DPE must have received specific written permission from the supervising FAA office to do more than 2 practical tests in any 1 calendar-day.

A Sport DPE may conduct 2 sport pilot practical test or 1 CFI practical test in one calendar-day. In this context, a practical test means a certificate action that is completed (i.e., issuance of FAA Form 8060-4, FAA Form 8060-5, or a letter of discontinuance).

Structure of Practical Test

- Aeronautical Knowledge



The demonstration of aeronautical knowledge consists of a question and answer exchange between the examiner and the applicant. The knowledge which should be tested is identified in the applicable PTS and part 61. It is required that the oral portion of the practical test precede the flight/simulator portion of the practical test.

- Trick questions should be avoided. The correct answers to all questions must be available in the regulations, AFM, or other references listed in the applicable PTS.
- The examiner should maintain a relaxed atmosphere. The examiner must not give an applicant training during the practical test. If the applicant consistently gives incorrect, confused, or unrelated answers to the examiner's questions, a notice of disapproval of application must be issued. An applicant must meet the acceptable standards of knowledge on each task.
- It is not uncommon for only one or two incorrect answers to require the issuance of a notice of disapproval during the oral portion of a practical test.

Structure of Practical Test

- Knowledge Test Report



An examiner conducting a practical test must note the failed areas coded on the applicant's knowledge test report to identify possible deficiencies which may affect the applicant's flight performance. Examiners should have a current copy of AC 60-25, Reference Materials and Subject Matter Knowledge Codes for Airman Knowledge Testing. The instructor must endorse the applicant's logbook or training record attesting that the applicant has received the required training.

Structure of Practical Test

- Aeronautical Skill

The demonstration of aeronautical skill is the flight/simulator portion of the practical test where the applicant demonstrates flight proficiency for the certificate or rating sought.

The PTS details the Areas of Operation and tasks required for the certificate or rating. If the applicant does not meet the standards of performance of any task performed, the Area of Operation is failed and, therefore, the practical test is failed. The applicant is not eligible for the certificate or rating until the failed Area of Operation is passed on a subsequent test.

The examiner or the applicant may discontinue the test at any time when the failure of a required Area of Operation makes the applicant ineligible for the certificate or rating sought. If the test is discontinued, the applicant must receive credit for only those Areas of Operations which were successfully performed. With the consent of the examiner, the applicant may also elect to continue the test after failing a required task. The applicant must receive credit only for those Areas of Operations which are satisfactorily completed.

The examiner will evaluate the applicant's ability throughout the practical test to use good ADM procedures in order to evaluate risks. The examiner will accomplish this requirement by developing scenarios that incorporate as many PTS tasks as possible to evaluate the applicants risk management in making safe

aeronautical decisions.

Practical Test Briefings

- **Pretest**
- Preflight
- Postflight



The examiner must conduct a pretest, preflight and post-flight briefing in accordance with the Examiner Test Guide .These briefings must be accomplished regardless of the experience and abilities of the participants. The preflight briefing must include a discussion of the methods to be used to simulate an engine failure if a multiengine aircraft is to be used for the test. The manufacturer's recommendations must be discussed and used.

The pretest briefing must include a discussion of the applicable PTS which the examiner will use to determine satisfactory performance. Prior to completing the pretest briefing and starting the practical exam the examiner must accept the 8710-1.

Practical Test Briefings

- Pretest
- **Preflight**
- Postflight



During the preflight briefing, the examiner must ensure that the applicant understands that he or she will be evaluated on his or her ability to exercise PIC authority.

- When an examiner conducts a practical test from a station other than a pilot seat, a qualified pilot must be designated as the safety pilot for the practical test and must occupy a pilot station during the test. When the examiner occupies a pilot station, he or she may perform the role of safety pilot.
- The preflight briefing must also include a discussion of the circumstances under which a maneuver may be repeated on the test.
- During the preflight briefing, the examiner must ensure that the applicant understands that he or she will be evaluated on his or her ability to apply ADM and risk management principles.

Practical Test Briefings

- Pretest
- Preflight
- **Postflight**



During the postflight briefing, discuss the outcome with the applicant. Discuss the applicants performance (e.g. above average, average, and below average).

This is where the examiner can instruct the applicant on the Areas of Operation that need improvement.

Practical Test Briefings

- Retest in Event of Failure
- Accidents and Incidents
- Practical Test Standards (PTS)



An applicant who fails a practical test may apply for retesting after receiving the necessary training from an authorized instructor. The applicant must present a logbook or training record endorsement by an authorized instructor who has given the applicant the necessary additional training. On FAA Form 8710-1 or Form 8710-11, as appropriate, the authorized instructor must legibly complete the "INSTRUCTOR'S RECOMMENDATION" block indicating that the applicant is proficient to pass the test. These requirements apply to all retesting after failure, including ATP certificate and aircraft type rating applicants.

If an accident or incident occurs during a practical test, the examiner should ensure that the PIC follows the prescribed procedures for reporting the occurrence. The safeguarding of lives and property is the highest priority. As soon as possible, the examiner must notify the managing FAA office of the accident or incident. SPEs must notify AFS-610 in the event of an accident during a practical test.

Review

- In this lesson we discussed the following items, in accordance with FAA Order 8900.2:
 - Terms and definitions
 - Selection and appointment criteria
 - Oversight and training requirements
 - Renewal requirements
 - Termination and appeal procedures
 - Designee privileges and limitations
 - DPE qualifications
 - Types of pilot examiner designations
 - Procedures for conducting the Practical Test



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