

Initial/Recurrent DPE Part I Training

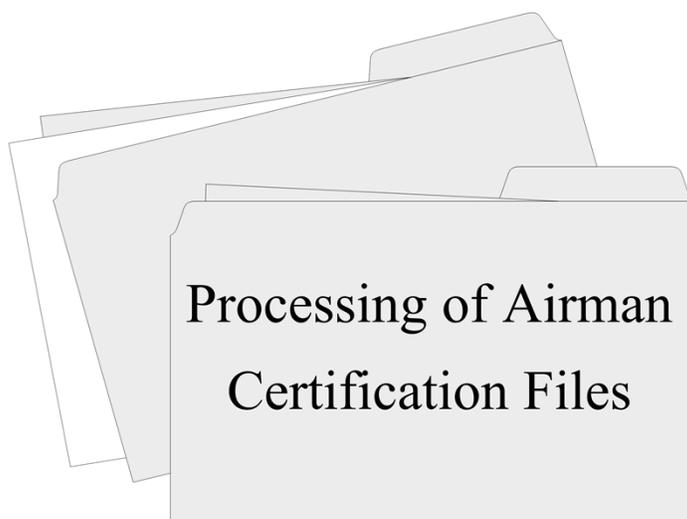
Preparing Certification Files



Welcome to the “Preparing Certification Files” Lesson, of the Initial DPE Part I Training Course.

This course is designed to supplement the training presented by AFS-760 Airmen Certification Branch, that will be presented in the face-to-face training.

Certification Files



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On an annual basis, AFS-760 processes roughly 167,000 applications. About 10% of all applications are returned for corrections.

Our goal is to reduce the returned applications through comprehensive training. At this time paper applications have an error rate of about 9.7 percent compared to a 3.0 percent return rate when applications are processed with the use of IACRA.

Overview

- In this lesson we will discuss:
 - Submitting airman certification files to the FSDO
 - Completing FAA Forms
 - 8710-1, Airman Certification and or Rating Application
 - 8710-2, Student Pilot Certificate
 - 8060-4, Temporary Airman Certificate
 - 8060-5, Notice of Disapproval
 - Issuing a Letter of Discontinuance
 - Disposition of Certification files



In this lesson we will discuss:

- Submitting airman certification files to the FSDO
- Completing FAA Forms
 - 8710-1, Airman Certification and or Rating Application
 - 8710-2, Student Pilot Certificate
 - 8060-4, Temporary Airman Certificate
 - 8060-5, Notice of Disapproval
- Issuing a Letter of Discontinuance
- Disposition of Certification files

Objective

- On a Post-Test and in accordance with FAA Order 8900.2, you will identify procedures for:
 - Submitting airman certification files to FSDO
 - Completing FAA Forms
 - Issuing a Letter of Discontinuance
 - Disposition of files



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

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Certification Files



FAA ORDER 8900.1

**A file error rate of 10 percent or higher may
require additional inspections by the FAA**

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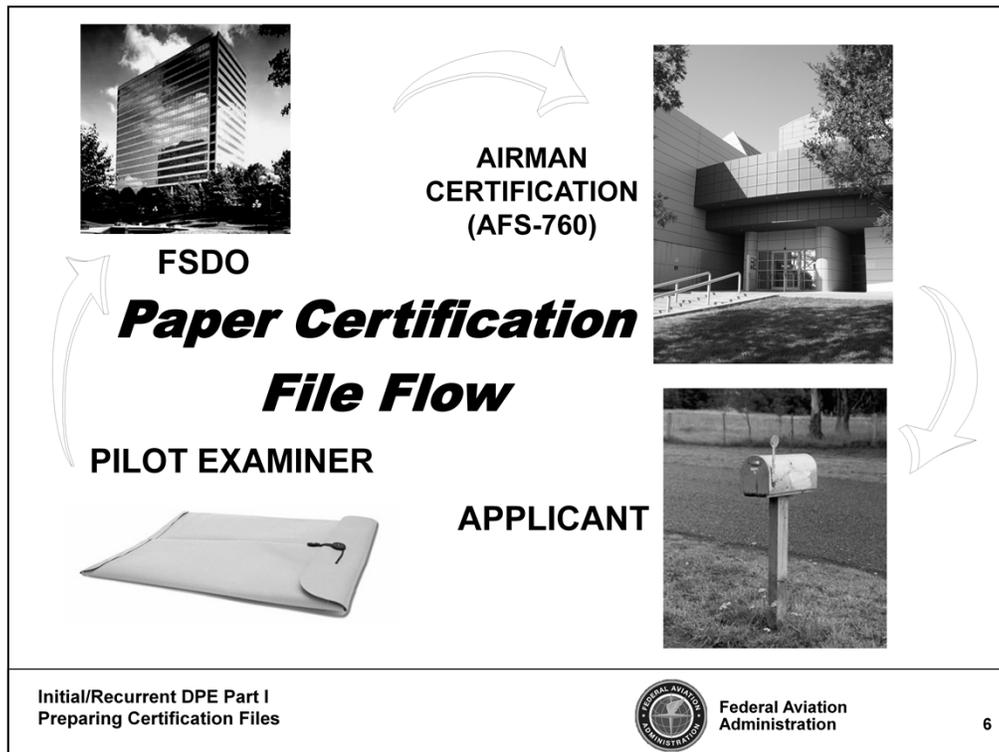


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The designee that has a file error rate of 10% or greater may be subjected to additional inspections or lose their designation due to an excessively high return of application files.

Designees should strive to review application packages completely before submission to AFS-760.



When a designee is submitting a paper airman application file, the application should be sent to their supervising FSDO first. It is then reviewed for errors by the designee's supervising inspector before being sent on to AFS-760.

If errors are found the file will be returned to the designee for correction. After the file is received by the AFS-760, it will once again be reviewed for errors. If errors are found, the file will be returned to the supervising FSDO, if no errors are found an Airman Certificate will be issued to the applicant.

**Send Paperwork To FSDO
Within 7 Calendar Days!**

JANUARY 2013						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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After the designee has completed the practical test, the designee has 7 calendar days to mail the completed certification file to the managing FAA office. If using IACRA the file will be submitted directly to AFS-760.

Airman Certificate and/or Rating Application

- Divided into 5 Areas
 - I. Application Information.
 - II. Certificate or Rating Applied for on Basis of:
 - III. Record of Pilot Time.
 - IV. Have You Failed a Test for this Certificate or Rating?
 - V. Applicant's Certification.

FAA Form 8710-1

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The front of the 8710-1 is divided into 5 areas:

Section I. Applicant Information. This section lists the applicants personal information and what their applying for.

Section II. Certificate or Rating Applied for on Basis of. This section wants to know how and what the applicant is applying for, such as aircraft being used for this practical exam, military competence, graduate from an approved school, or issued to the holder of a foreign license.

Section III. Record of Pilot Time. This section is an itemized record of the applicants pilot time to meet at least the minimum aeronautical requirements for the certificate or rating sought.

Section IV. Have you failed a test for this certificate or rating? This section is asking the applicant if they have failed a test for the same certificate or rating that they are now applying for.

Section V. Applicant's Certification. This section is where the applicant certifies a legal statement that they have completed this section completely and truthfully to the best of their knowledge.

Application Information

TYPE OR PRINT ALL ENTRIES IN INK

Form Approved OMB No: 2120-0021
09/30/2010

 DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Airman Certificate and/or Rating Application

<input type="checkbox"/> Application Information	<input type="checkbox"/> Student	<input type="checkbox"/> Recreational	<input type="checkbox"/> Private	<input type="checkbox"/> Commercial	<input type="checkbox"/> Airline Transport	<input type="checkbox"/> Instrument	
<input type="checkbox"/> Additional Rating	<input type="checkbox"/> Airplane Single-Engine	<input type="checkbox"/> Airplane Multiengine	<input type="checkbox"/> Rotorcraft	<input type="checkbox"/> Balloon	<input type="checkbox"/> Airship	<input type="checkbox"/> Glider	<input type="checkbox"/> Powered-Lift
<input type="checkbox"/> Flight Instructor <input type="checkbox"/> Initial	<input type="checkbox"/> Renewal	<input type="checkbox"/> Reinstatement	<input type="checkbox"/> Additional Instructor Rating	<input type="checkbox"/> Ground Instructor	<input checked="" type="checkbox"/> Other	NAME CHANGE	
<input type="checkbox"/> Medical Flight Test	<input type="checkbox"/> Reexamination	<input type="checkbox"/> Reissuance of certificate					

What applicant is applying for

“Other” Block

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The upper portion of the Application Information section, should list what certificate or rating the applicant is applying for. If the applicant has something out of the ordinary or unusual it should be entered in the “Other “ Block.

The “Other” Block is used for:

- Name Change
- Gender Change
- Citizenship Change
- SIC Privileges Only
- Type Ratings
- IPL Canadian Conversion
- Gold Seal CFI
- Anything Out of the Ordinary

NOTE: Changes in citizenship, name, or gender **MUST** be reviewed by an ASI or AST.

Personal Information

A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth Month Day Year	D. Place of Birth
E. Address		F. Citizenship	G. Do you read, speak, write, & understand Specify	
City,	A. Name (Last, First, Middle) ✓ Legal name (maximum of 50 characters) ✓ No Middle Name: "NMN" ✓ Middle initial only: "Initial Only" ✓ Jr., II, if applicable			<input type="checkbox"/> Yes <input type="checkbox"/> No
M. D.				L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Q. Me				Issued
U. Hav				Final Conviction
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Instructions for filling out FAA Form 8710-1 are attached to the form.

Block A. Name (Last, First, Middle)

When the applicant is entering their name, even though the form indicates Last, First, Middle, the applicant should put all legal names up to 50 characters. Once the applicant has entered their true, complete and legal name, all future applications must contain the same order and sequence of names.

Personal Information

A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth Month Day Year	D. Place of Birth
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No
City, State	B. SSN (US Only) <ul style="list-style-type: none"> • Must contain one of the following: <ul style="list-style-type: none"> ✓ “None” if never issued ✓ “DO NOT USE” ✓ U.S. Social Security Number 			Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
M. Do you				ed
Q. Do you have a Medical				conviction
U. Have you ever				
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Block B. SSN (US Only)

All data (EXCEPT SSN) is mandatory.

During the certification, if the applicant wishes to remove their SSN from their pilot certificate, and change to a unique number, you may do so during the application process.

All initial certificates will now be issued a unique certificate number. Any certificates containing a SSN will be changed to a unique certificate number, when re-issued.

Personal Information

A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth Month Day Year	D. Place of Birth
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No
City, State, Zip Code	C. Date of Birth ✓ Eight digits ✓ Month first ✓ Use on all other documents			Eyes
M. Do you now hold, or have				L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Q. Do you hold a Medical Certificate?				P. Date Issued
U. Have you ever been convicted for v				V. Date of Final Conviction
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Block C. Date of Birth

When the applicant enters their date of birth, make sure they put it down as month, day, and year. Check to make sure it is in the correct eight digit format, since the military and some foreign countries put the day first and then the month.

Personal Information

A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth Month Day Year	D. Place of Birth
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No
City, State, Zip Code	D. Place of Birth ✓ City and state ✓ County and state if city is unknown ✓ City and country if outside the USA			L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
M. Do you now hold a Medical Certificate?				Issued
G. Do you hold a Medical Certificate?				Final Conviction
U. Have you ever been convicted of a crime?				
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Block D. Place of Birth

When entering their place of birth the applicant that was born in the USA should enter the city and state, or if the city is unknown, enter the county and state.

For applicants that were born outside the USA, they should enter the names of the city and country. For example, an applicant from Paris would enter Paris, France.

Personal Information

A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth <small>Month Day Year</small>	D. Place of Birth	
E. Address		F. Citizenship <small>Specify</small> <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City, State, Zip Code		H. Height	I. Weight	J. Hair	K. Eyes
M. Do you now hold, or have you ever held an FAA Pilot Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate		O. Certificate Number	P. Date Issued
Q. Do you have a Medical Certificate?	<h2 style="margin: 0;">E. Address</h2> <ul style="list-style-type: none"> ✓ Permanent mailing address ✓ P.O. Box or Rural Route ✓ Include explanation for no street address and a map or description of residence location 				
U. Have you ever been suspended or revoked?					
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Block E. Address

When applicants list their permanent mailing address they should enter a specific location in terms of residence number and street with apartment number when appropriate. If the applicant does not have a street address such as a P.O. Box or rural route they will need to supply a written description or a map as to their physical location where they reside.

GPS coordinates of latitude and longitude are acceptable in lieu of a hand drawn map or textual description.

Personal Information

A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth Month Day Year		D. Place of Birth
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City, State, Zip Code		H. Height	I. Weight	J. Hair	K. Eyes
M. Do you now hold, or have you ever held, a Pilot License?	F. Citizenship ✓ Check "USA" or ✓ Check "other" and show country of citizenship				L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Q. Do you hold a Medical Certificate?					P. Date Issued
U. Have you ever been convicted for violation of Federal Aviation Regulations?					Date of Final Conviction
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Block F. Citizenship

If the applicant is not a citizen of the USA, then the applicant should put the city and country of origin. If the applicant holds dual citizenship, they will put down the primary citizenship and the dual citizenship should show in the limitations section of the temporary airman certificate. Once the citizenship has been selected the applicant should stay with that country of origin. If an applicant changes citizenship they must go to the FSDO to make the change.

Personal Information

A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth <small>Month Day Year</small>		D. Place of Birth
E. Address		F. Citizenship <small>Specify</small>		G. Do you read, speak, write, & understand the English Language?	
City, State, Zip Code		<input type="checkbox"/> USA	<input type="checkbox"/> Other _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M. Do you	H. Height	I. Weight	J. Hair	K. Eyes	L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Q. Do you Med	G. Do you read, speak, write, & understand the English language? <ul style="list-style-type: none"> Do not leave blank! The applicant's opinion 				
U. Have yo					
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Block G. Do you read, speak, write, and understand the English language?

Part 61.65(a)(2) states that the person who applies for an instrument rating must be able to read, speak, write, and understand the English language.

An examiner who finds that the applicant's English Language skills are in question, should first refer to AC 60-28 "English Language Skill Standards" as required by 14 CFR Parts 61, 63, and 65. If questions remain, the DPE should refer the applicant to the local Flight Standards District Office (FSDO) for evaluation by an Aviation Safety Inspector.

Personal Information

H. Height			
<input checked="" type="checkbox"/> Whole inches <input checked="" type="checkbox"/> Convert from meters			
E. Address		B. SSN (#S Only)	C. Date of Birth Month Day Year
City, State, Zip Code		F. Citizenship <input type="checkbox"/> USA <input type="checkbox"/> Other _____	G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No
M. Do you now hold, or have you ever held an FAA Pilot Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		H. Height	I. Weight
Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate	O. Certificate Number
R. Class of Certificate		J. Hair	K. Eyes
U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or		L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	P. Date Issued
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I. Weight
 Whole pounds
 Convert when necessary

Block H. Height

Applicants should always enter their height in inches. For example, an applicant that is 5 foot 8 inches, would enter that they are 68 inches in height. Applicants should not use fractions or metrics, use only whole inches.

Block I. Weight

Applicants should always enter their weight in pounds and round to the nearest pound. The applicant should not use fractions or metrics, but should use only whole pounds.

Personal Information

A. Name (Last, First, Middle)		B. Date of Birth Month Day Year		D. Place of Birth	
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other _____		S. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City, State, Zip Code		H. Height	I. Weight	J. Hair	K. Eyes
M. Do you now hold, or have you ever held an FAA Pilot Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate		O. Certificate Number	P. Date Issued
Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	R. Class of Certificate	U. Have you ever been convicted for violation of any Federal or State statutes relating to aviation?		V. Date of Final Conviction	

J. Hair

- ✓ Do not abbreviate
- ✓ Black, red, brown, blond, gray, or bald

K. Eyes

- ✓ Do not abbreviate
- ✓ Blue, Brown, Black, Hazel, Green, Gray

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Block J. Hair

The applicant should spell out the color of their hair. If the applicant is bald, they should enter "Bald." Their natural hair color should be listed as black, red, brown, blond, or gray, no abbreviations. If the applicant is wearing a wig or toupee, enter the color of their hair beneath the wig or toupee.

Block K. Eyes

Applicant should spell out the color of their eyes. The eye color should be listed as blue, brown, black, hazel, green, or gray. If there is a discrepancy with the color of their eyes and what is on their identification, verify that they are not wearing colored contact lenses.

Personal Information

A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth Month Day Year		D. Place of Birth
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City, State, Zip Code		H. Height	I. Weight	J. Hair	K. Eyes
M. Do you now hold, or have you ever held an FAA Pilot Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate		O. Certificate Number	P. Date Issued
Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	R. Class of Certificate				L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotics					Final Conviction

L. Sex
 ✓ Make sure an answer is checked

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Block L. Sex

Make sure that the applicant has answered the block either as a male or female. If the applicant's appearance is inconsistent with their answer contact your FSDO for guidance.

Personal Information

A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth Month Day Year		D. Place of Birth
E. Address		F. Citizenship <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City, State, Zip Code		H. Height	I. Weight	J. Hair	K. Eyes
M. Do you now hold, or have you ever held an FAA Pilot Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate		O. Certificate Number	P. Date Issued
Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	R. Class of Certificate	S. Date Issued		T. Name of Examiner	
<p>M. Do you now hold, or have you ever held an FAA pilot certificate?</p> <ul style="list-style-type: none"> • Check "No" if application is based on foreign license or military competence 					
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Block M. Do you now hold, or have you ever held an FAA pilot certificate?

Applicants should remember that even though they hold only a Student Pilot Certificate, it is still a pilot certificate.

If an applicant is applying for a pilots certificate based on their military experience as set forth in 14 CFR 61.73 or for a certificate based on a foreign license as set forth in 14 CFR 61.75 they should check "NO" in this box since they do not hold a U.S. pilot certificate at this time.

Personal Information

A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth Month Day Year	D. Place of Birth	
N. Grade Pilot Certificate <input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> Sport <input checked="" type="checkbox"/> Recreational <input checked="" type="checkbox"/> Private <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> ATP <u>NOT Flight Instructor</u>		F. Citizenship Specify		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> USA <input type="checkbox"/> Other _____	H. Height	I. Weight	J. Hair
		N. Grade Pilot Certificate	O. Certificate Number	P. Date Issued	
		S. Date Issued	T. Name of Examiner		
		U. Use of alcohol, sedatives, or depressant or stimulant drugs or substances? <input type="checkbox"/> Yes <input type="checkbox"/> No		V. Date of Final Conviction	
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Block N. Grade Pilot Certificate

The Grade of Pilot Certificate box is for any pilot that holds a student, sport, recreational, private, commercial, or ATP certificate. However, if you are applying for the renewal of your flight instructor's certificate, it doesn't go in this box. Flight instructors would enter either sport, commercial, or ATP when renewing their flight instructor.

Personal Information

A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth Month Day Year	D. Place of Birth
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No
City, State, Zip Code		H. Height	I. Weight	J. Hair
		K. Eyes	L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
M. Do you now hold, or have you ever held an FAA Pilot Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate	O. Certificate Number	P. Date Issued
Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	R. Class of Certificate	S. Date Issued	T. Name of Examiner	
U. Have you	<div style="border: 1px solid black; padding: 10px; display: inline-block;"> <p style="font-size: 1.2em; margin: 0;">O. Certificate number</p> <p style="font-size: 1.2em; margin: 0;">✓ Compare with applicant's certificate</p> </div>			V. Date of Final Conviction
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Block O. Certificate Number

The applicant should enter their certificate number as it appears on the pilot certificate. On a student certificate make sure that you include the two letters preceding the certificate number.

Personal Information

A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth Month Day Year	D. Place of Birth
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No
City, State, Zip Code		H. Height	I. Weight	J. Hair
M. Do you now hold, or have you ever held an FAA Pilot Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate	O. Certificate Number	P. Date Issued
Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	R. Class of Certificate	S. Date Issued	T. Name of Examiner	
U. Have you ever been convicted for violation of any Federal or State statute?			V. Date of Final Conviction	
<p>P. Date issued</p> <p>✓ As shown on certificate</p> <p>✓ 8-digit format</p>				
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Block P. Date Issued

The applicant should enter the date of issuance as shown on their current pilot certificate, not the date the certificate was originally issued.

The applicant should enter the date with the month first, followed by the day of the month and finally by the year (eight digit format). Many applicants mistakenly think that this date is the date when they first received their private pilot certificate, even though they are now applying for an additional certificate or rating.

Personal Information

A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth <small>Month Day Year</small>		D. Place of Birth
E. Address		F. Citizenship <small>Specify</small> <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City, State, Zip Code		H. Height	I. Weight	J. Hair	K. Eyes
M. Do you now hold, or have you ever held an FAA Pilot Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate		O. Certificate Number	P. Date Issued
Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	R. Class of Certificate	S. Date Issued		T. Name of Examiner	
U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? <input type="checkbox"/> Yes <input type="checkbox"/> No					V. Date of Final Conviction

Q. Do you hold a Medical Certificate?

✓ Be sure an answer is checked

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Block Q. Do you hold a Medical Certificate?

For those applicants that require a medical certificate they should select “Yes” and for those that don’t require a medical such as applicants applying for Glider or Lighter-Than-Air would select “NO”.

Personal Information

R. Class of certificate

- ✓ Entry must be class shown on certificate
 - First
 - Second
 - Third

A. Name					
E. Address				, & understand <input type="checkbox"/> Yes <input type="checkbox"/> No	
City, State, Zip Code		H. Height	I. Weight	J. Hair	K. Eyes
M. Do you now hold, or have you ever held an FAA Pilot Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate		O. Certificate Number	P. Date Issued
Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	R. Class of Certificate	S. Date Issued		T. Name of Examiner	
U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? <input type="checkbox"/> Yes <input type="checkbox"/> No					V. Date of Final Conviction
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Block R. Class of certificate

Enter the class as shown on the medical certificate, i.e. 1st, 2nd, or 3rd class.

Personal Information

A. Name		S. Date Issued		(US Only)		C. Date of Birth Month Day Year		D. Place of Birth	
E. Address		✓ Make sure entries match certificate		Specify		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No			
City, State				I. Weight		J. Hair		K. Eyes	
				L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		M. Do you now hold, or have you ever held an FAA Pilot Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate	
Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		R. Class of Certificate		S. Date Issued		O. Certificate Number		P. Date Issued	
T. Name of Examiner		✓ Make sure entries match certificate		U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? <input type="checkbox"/> Yes <input type="checkbox"/> No		V. Date of Final Conviction			
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Block S. Date Issued

Enter the date as listed on the medical certificate.

Block T. Name of Examiner

Enter the examiner's name as it appears on the medical certificate.

Personal Information

U. Have you ever been convicted...

- ✓ Not Alcohol related
- ✓ Be sure to check "Yes" or "No"

		D. Place of Birth	
		Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		K. Eyes	L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
M. Do you now hold, or have you ever held an FAA Pilot Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate	O. Certificate Number
P. Date Issued			
Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	R. Class of Certificate	S. Date Issued	T. Name of Examiner
U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? <input type="checkbox"/> Yes <input type="checkbox"/> No			V. Date of Final Conviction

V. Date of Final Conviction

- ✓ Confirm date was more than one year prior to date of application

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Block U. Have you ever been convicted for a violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?

This question only applies to drugs, not alcohol. Be sure the applicant checks either "Yes" or "No".

Block V. Date of Final Conviction

If the applicant checks "YES" in Block U, be sure to confirm the date of conviction was more than one year prior to the date of the application.

If the conviction occurred more than one year prior to application, the examiner should conduct the exam. If the conviction was less than one year, the examiner should decline to conduct the exam.

Certificate or Rating Applied For on Basis of:

II. Certificate or Rating Applied For on Basis of:			
<input type="checkbox"/> A. Completion of Required Test	1. Aircraft to be used (if flight test required)	2a. Total time in this aircraft / SIM / FTD hours	2b. Pilot in command hours
<input type="checkbox"/> B. Military Competence Obtained In	1. Service	2. Date Rated	3. Rank or Grade and Service Number
<input type="checkbox"/> C. Graduate of Approved Course	1. Name and Location of Training Agency or Training Center	2b. Pilot in command	
<input type="checkbox"/> D. Holder of Foreign License Issued By	4a. Flown 10 hours PIC in last 12 months in the following Military Aircraft.	4b.	2b. Pilot in command
<input type="checkbox"/> E. Completion of Air Carrier's Approved Training Program	1. Name of Air Carrier	2. Date	3. Which Curriculum <input type="checkbox"/> Initial <input type="checkbox"/> Upgrade <input type="checkbox"/> Transition
1. Aircraft to be used (if flight test required)			

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SECTION II: Certificate Or Rating Applied for on Basis of:

As an examiner you will be dealing with an applicant completing the required exam under Part 61 or an applicant that is the graduate of an approved course under Part 141.

A. Completion of required test

1. Aircraft to be used should show the make and model of the aircraft and a second aircraft if required. A student pilot must enter solo flight hours in the pilot in command box.

III. RECORD OF PILOT TIME

III RECORD OF PILOT TIME (Do not write in the shaded areas.)

	Total	Instruction Received	Solo	Pilot in Command (PIC)	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC	Instrument	Night Instruction Received	Night Take-off Landings	Night PIC	Night Take-Off Landing PIC	Number of Flights	Number of Aero-Tows	Number of Orund Launches	Number of Powered Launches
Airplanes	40.0	20.0	10.0	PIC SIC	3.0	5.0	PIC SIC		3.0	10	PIC SIC	PIC SIC				
Rotorcraft				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Powered Lift				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Giders																
Lighter Than Air																
Simulator Training Device																
PCATD																

Have they met their requirements for the certificate that is applied for?

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III Record Of Pilot Time.

The minimum pilot experience required by the appropriate regulation must be entered. It is recommended that all pilot time be entered in each category so that if a pilot’s logbook was lost, stolen, or misplaced there would be a legal and effective way to reconstruct the airman’s logbook. If decimal points are used, be sure they are legible. Night flying must be entered when required. Fill in the blocks that apply and ignore the blocks that do not, or are shaded. Second in Command time may be entered in the appropriate blocks. Flight Simulator, Flight Training Device and PCATD time may be entered in the boxes provided. Total instruction received and instrument time should be entered in the top, middle, or bottom of the boxes provided as appropriate.

Let's Not Forget Blocks IV & V

Failed test for this Certificate or Rating

IV. Have you failed a test for this certificate or rating?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
V. Applicant's Certification -- I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form.			
Signature of Applicant		Date	
Billy Ray Bob Pratt <i>Billy Ray Bob Pratt</i>		07/27/20XX	
FAA Form 8710-1 (4-00) Supersedes Previous Edition		NSN: 0052-00-682-5007	

Sign & Date Application

Block IV. Have you failed a test for this certificate or rating?

This pertains to the rating or certificate that the applicant is applying for and not for any past failure for other certificates or ratings.

Block V Applicant's Certification.

The applicant should understand that they are signing a legal document and certifying this statement.

Applicant should sign and date the application in the presence of the examiner so that you, the examiner, can compare the signature against the applicants identification.

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Instructor's Recommendation

Instructor's Recommendation			
I have personally instructed the applicant and consider this person ready to take the test.			
Date	Instructor's Signature (Print Name & Sign)	Certificate No:	Certificate Expires
05/21/20XX	Richard L. Fletcher <i>Richard L. Fletcher</i>	001234567CFI	12/31/20XX

61.39

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**Recommendation must be dated within
2 calendar months of practical test date**

Instructor's Recommendation

Part 61.39 states that the applicant "has received and logged training time within 2 calendar months preceding the month of application in preparation for the practical test."

For example, an instructor that signs the recommendation on the back of the 8710-1 on May 2, would have until July 31 to accomplish the practical test.

The applicant must have an endorsement, if required by 61.39, in the applicant's logbook or training record that has been signed by an authorized instructor who certifies that the applicant has received and logged training time.

Applicants that apply for an ATP or type rating are not required to have an instructor recommendation. Only if the applicant failed the practical exam for an ATP or type rating would the applicant now be required to have an instructor recommendation on their 8710-1.

All other certificates whether initial or upgrade, as well as ratings, and retests must have received necessary training and an endorsement from the authorized instructor who provided that training.

Designated Examiner Report

**These blocks are required
Even for 141 schools**

<input checked="" type="checkbox"/> Student Pilot Certificate issued <input checked="" type="checkbox"/> I have personally reviewed this applicant's pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR Part 61 for the certificate or rating sought. <input checked="" type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. <input checked="" type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below. <input checked="" type="checkbox"/> Approved -- Temporary Certificate issued (Original Attached) <input type="checkbox"/> Disapproved -- Disapproval Notice issued (Original Attached)		e Report	
Location of Test (Facility, City, State) Wiley Post Airport, Oklahoma City, OK		Duration of Test	
		Ground 2.3	Simulator/FTD 1.7
Certificate or Rating for Which Tested Private Airplane Single Engine Land	Type(s) of Aircraft Used CE-172 & PA-23	Registration No.(s) N719TC & N363F	
Date 07/27/20XX	Examiner's Signature (Print Name & Sign) Ron Bragg	Certificate No. 002356777	Designation No. SW-01-2244
		Designation Expires 12/25/20XX	
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The Designated Examiner Report is where the examiner records how the practical exam was conducted.

The first portion of the report involves checking boxes of what you issued, reviewed, tested, and approved or disapproved.

If you issued a Student Pilot Certificate you would only check Student Pilot Certificate issued and approved.

For a practical exam that was conducted in accordance with 14 CFR Part 61 you would check the second box "I have personally reviewed...", then the fourth box "I have personally tested...". Finally, depending on the outcome of the practical exam, you would check either Approved or Disapproved.

For a practical exam that was conducted with a graduate of a Part 141 Pilot School the examiner would check the second box "I have personally reviewed this applicants logbook ...", the third box that "I have personally reviewed this applicant's graduation certificate,...", then the fourth box "I have personally tested...". Finally, depending on the outcome of the practical exam, you would check either Approved or Disapproved.

Designated Examiner Report

Designated Examiner or Airman Certification Representative Report						
<input type="checkbox"/> Student Pilot Certificate issued (Copy attached) <input checked="" type="checkbox"/> I have personally reviewed this applicant's pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR Part 61 for the certificate or rating sought. <input type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. <input checked="" type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below. <input type="checkbox"/> Approved - Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved - Disapproval Notice Issued (Original Attached)						
Location of Test (Facility, City, State)			Duration of Test			
Wiley Post Airport, Oklahoma City, OK			Ground 2.8	Simulator/FTD	Flight 1.7	
Certificate or Rating for Which Tested		Type(s) of Aircraft Used		Registration No.(s)		
Private Airplane Single Engine Land		CE-172 & PA-23		N719TC & N363F		
Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires		
07/27/20XX	Ron Bragg Ron Bragg	002356777	SW-01-2244	12/25/20XX		
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Exam location and duration of test</div>						
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Next, the examiner will indicate where the exam was conducted, identifying the location of the exam along with the city and state. In the event that the exam was not conducted at an airport with an identifier, the examiner would enter the closest airport with an identifier. This is used many times by examiners that conduct seaplane exams at lakes, or a balloon examiner that conducts exams off airport.

The examiner should then indicate the amount of time spent on the ground portion and flight portion of the practical exam. If using minutes record both in minutes, if using tenth's of an hour both should be recorded in tenth's of an hour.

Designated Examiner Report

Designated Examiner or Airman Certification Representative Report					
<input type="checkbox"/> Student Pilot Certificate issued (Copy attached) <input checked="" type="checkbox"/> I have personally reviewed this applicant's pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR Part 61 for the certificate or rating sought. <input type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. <input checked="" type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below. <input checked="" type="checkbox"/> Approved – Temporary Certificate issued (Original Attached) <input type="checkbox"/> Disapproved – Disapproval Notice issued (Original Attached)					
Location of Test (Facility, City, State)			Duration of Test		
Wiley Post Airport, Oklahoma City, OK			Ground 2.8	Simulator/FTD	Flight 1.7
Certificate or Rating for Which Tested		Type(s) of Aircraft Used	Registration No.(s)		
Private Airplane Single Engine Land		CE-172 & PA-23	N719TC & N363F		
Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires	
07/27/20XX	Ron Bragg Ron Bragg	002356777	SW-01-2244	12/25/20XX	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Date must match the date on the temporary certificate</p> </div>					
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The date must match the date of the practical exam and the date that is placed on the Temporary Airman Certificate. If these two dates do not match your certification file will be returned by AFS-760.

Make sure that in addition to signing the examiner's report, you legibly print or type your name.

ATP/Type Rating - Complete Both Sections

Evaluator's Record (Use For ATP Certificate and/or Type Ratings)				
	Inspector	Examiner	Signature and Certificate Number	Date
Oral	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Edsel Ford</u> 001456953	07/24/20XX
Approved Simulator/Training Device Check	<input type="checkbox"/>	<input type="checkbox"/>		
Aircraft Flight Check	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Ron Bragg</u> 002356777	07/27/20XX
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>		

Oral date MUST be on or after the date in Section V

The last date shown in the Evaluators Record. MUST match the date of issue on temp and the date in the DE report.

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The examiner must complete this portion of the examiner's report anytime they are conducting a practical exam for either an ATP certificate and/or Type Ratings.

The date of the oral portion of a segmented exam must be on or after the date in Section V, where the applicant signs. The last date of the practical exam on the evaluator's record MUST match the date of issue on the Temporary Airman Certificate and the date in the Designated Examiner Report.

Attachments

- Examiner should attach any items or notes that may clarify an application with variations
- Types of Identification
 - U.S. Drivers License
 - U.S. Government ID
 - Any Passport or other FAA Approved ID

Attachments:		<input checked="" type="checkbox"/> Airman's Identification (ID)	ID:	Billy Ray Bob Pratt	
<input type="checkbox"/> Student Pilot Certificate (Copy)		State Drivers License	Name:		
		Form of ID	Birth:	07/22/1955	
<input checked="" type="checkbox"/> Knowledge Test Report	Indicate what items will be attached to the file being sent to AFS-760		File Number:	ZZ123456	
<input checked="" type="checkbox"/> Temporary Airman Certificate			Address:	billy.bob@hotmail.com	
<input type="checkbox"/> Notice of Disapproval					
<input checked="" type="checkbox"/> Superseded Airman Certificate					
FAA Form 8710-1 (4-00) Supersedes Previous Edition		Electronic Version (Adobe)	NSN: 0062-00-882-6007		
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ATTACHMENTS:

The examiner should attach any items and any notes that would clarify an application that might have had any variations. If an application is conducted with IACRA or the applicant asks to retain their certificate, the examiner, should punch a hole in the FAA seal. AFS-760 no longer wants to receive the previously issued certificates, and has requested that the designees return them to the applicants with this modification.

AIRMAN IDENTIFICATION:

Acceptable methods of identification include, but are not limited to any unexpired government issued photo id, U.S. driver's licenses, U.S. government identification cards, any passports, and other forms of identification that is acceptable to the Administrator.

Alternative Methods of Identification

- If Applicant does not possess suitable ID, and is under the age of 21, their parent or legal guardian may have to accompany them and identify themselves with suitable ID.
 - Parent or Guardian may then attest to applicant's identity
- If Applicant has an application that is two pages and not printed on both sides, they must give ID information for third column:
 - Name, date of birth, certificate number, and e-mail



ALTERNATIVE METHODS OF IDENTIFICATION.

Some applicants may not possess suitable identification. In the case of an applicant under age 21, the applicant's parent or guardian may have to accompany the applicant and identify themselves with one of the acceptable means of identification. The parent or guardian may then attest to the applicant's identity.

ID:

In the event that an applicant would bring an application that is two pages and not printed on both sides, the applicant must then give the identification information for the third column. That information would be the applicants name, date of birth, certificate number, and e-mail. This information is required in the event that the two pages should become separated.

Student Pilot Certificate



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There are two types of Student Pilot Certificates.

Only Aviation Medical Examiners can issue FAA Form 8420-2, which serves as both a medical certificate and a Student Pilot Certificate.

DPEs issue FAA Form 8710-2, "Student Pilot Certificate", to qualified student pilot applicants. FAA Form 8710-2 serves only as a Student Pilot Certificate.

Student Pilot Certificate

- Student Pilot Certificates Issued
 - Associated with medical
 - NOT Associated with medical
 - Lighter-than-air Balloon
 - Glider
 - Sport Pilot
- After expiration, airman must apply for a new Student Pilot Certificate, original certificates **cannot** be renewed

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Student Pilot Certificates that require at least a third class medical combined, must be issued by an Aviation Medical Examiner (AME).

Student Pilot Certificates that do not require an associated medical may be issued by a DPE regardless of category and class of aircraft or grade of pilot certificate authorized on their COA.

Student Pilot Certificates are not renewable. Upon expiration of an Student Pilot Certificate, the airman may apply for a new Student Pilot Certificate, using the same process as the original issuance.

The student pilot should keep the original certificate bearing all of the endorsements that remain valid. The holder of an expired student pilot certificate must meet the same requirements as for the original certificate.

Student Pilot Certificate

- Student Pilot Certificate NOT associated with medical certification, FAA Form 8710-2
 - Expires in 24 calendar months

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION						CERTIFICATE NO. ZZ-174727	
STUDENT PILOT CERTIFICATE							
<small>THIS CERTIFIES THAT (Full name and address)</small>							
JETHRO LEROY BODINE 3211 RODEO DRIVE BEVERLY HILLS, CA 96002							
<small>ZIP CODE</small>							
<small>BIRTH DATE</small>	<small>HEIGHT</small>	<small>WEIGHT</small>	<small>HAIR</small>	<small>EYES</small>	<small>SEX</small>		
07-16-1950	76 IN	200	BLACK	BLUE	M		
<small>Has met the standards prescribed in Part 61 of the Federal Aviation Regulations for a Student Pilot Certificate.</small>							
1. PASSENGER CARRYING IS PROHIBITED							
<small>LIMITATIONS</small>							
<small>ISSUANCE DATE</small>				<small>EXPIRATION DATE</small>			
07-05-2010				07-31-2012			
<small>SIGNATURE OF EXAMINER OR INSPECTOR</small>						<small>EXAM. DESIG. NO. OR INSPECTOR'S REG. NO.</small>	
Wiley E Post WILEY E. POST						SW-05-28	
<small>DATE EXAMINER'S DESIG. EXPIRES:</small>							
05-31-2011							
<small>STUDENT PILOT'S SIGNATURE</small>							
Jethro Bodine							
<small>FAA Form 8710-2 (2-77) FORMERLY FAA FORM 8420-1</small>							

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An examiner is authorized to issue a Student Pilot Certificate that is not associated with a medical certificate.

An applicant who intends to pilot only Balloons, Gliders, including Self-launch Gliders, and Sport Pilot Aircraft, need not have an airman medical certificate.

Any examiner may issue an 8710-2 regardless of the category and class of aircraft or grade of pilot certification authorized by the examiner's COA. However, if the student pilot has medical limitations that need to be shown on the medical portion of the student pilot certificate, then only a medical examiner or an FAA office may issue the student pilot certificate.

Examiners may issue an 8710-2 after the applicant has completed an 8710-1 Airman Certificate and/or Rating Application either in paper form or through the use of IACRA.

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION		CERTIFICATE NO. X X X X			
STUDENT PILOT CERTIFICATE					
THIS CERTIFIES THAT (Full name and address)					
JETHRO LEROY BODINE					
3211 RODEO DRIVE					
BEVERLY HILLS, CA 96002					
ZIP CODE					
BIRTH DATE	HEIGHT	WEIGHT	HAIR	EYES	SEX
07-16-1950	76 IN	200	BLACK	BLUE	M
Has met the standards prescribed in Part 61 of the Federal Aviation Regulations for a Student Pilot Certificate.					
1. PASSENGER CARRYING IS PROHIBITED					
FOR RECORD PURPOSES ONLY					
ISSUANCE DATE			EXPIRATION DATE		
11-31-2010			07-31-2012		
SIGNATURE OF EXAMINER OR INSPECTOR			EXAM. DESIG. NO. OR INSPECTOR'S REG. NO.		
Wiley E Post			SW-05-28		
DATE EXAMINER'S DESIG. EXPIRES:					
05-31-2011					
STUDENT PILOT'S SIGNATURE					
Jethro Bodine					
FAA Form 8710-2 (2-77) FORMERLY FAA FORM 8420-1					

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If the space for instructor endorsements is full, and the student is seeking endorsements for additional types of aircraft, an examiner may issue a second Student Pilot Certificate clearly marked "FOR RECORD PURPOSES ONLY."

The second Student Pilot Certificate will have the same expiration date as the original. The original is issued to the student and the duplicate copy destroyed. There is no requirement for the completion of an additional 8710-1 and no corresponding file is sent to the FSDO.

The Student Pilot Certificate number at the top should be crossed out using "X's", since all the information and expiration date is based on the original issuance Student Pilot Certificate.

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION BB-4574359 FEDERAL AVIATION ADMINISTRATION					
MEDICAL CERTIFICATE <u>THIRD</u> CLASS AND STUDENT PILOT CERTIFICATE					
THIS CERTIFIES THAT (Full name and address)					
JETHRO LEROY BODINE 3211 RODEO DRIVE BEVERLY HILLS, CA 96002					
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX
07-16-1950	76	200	BLACK	BLUE	M
has met the medical standards prescribed in Part 67, Federal Aviation Regulations for this class of Medical Certificate, and the standards prescribed in Part 61 for a Student Pilot Certificate.					
STUDENT PILOTS ARE PROHIBITED FROM CARRYING PASSENGERS					
LIMITATIONS	VALID FOR STUDENT PILOT PURPOSES ONLY				
	← Indicates a Medical problem				
DATE OF EXAMINATION			EXAMINER'S SERIAL NO.		
07-10-2010			SW-05-234		
EXAMINER	SIGNATURE				
	M. DE Sade, <i>M.D.</i>				
	TYPED NAME				
M. DE SADE, M.D.					
AIRMAN'S SIGNATURE					
Jethro Bodine					
FAA FORM 8420-2 (10-73) SUPERSEDES PREVIOUS EDITION					

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There are two types of Medical Certificates.

- FAA Form 8500-9, Medical Certificate (white)
- FAA Form 8420-2 Medical Certificate and Student Pilot Certificate

If the airman medical certificate bears any limitation, which would make a Special Medical Flight Test (SMFT) necessary, refer the applicant to the FSDO. This type of flight test, can only be conducted by an ASI at a FSDO.

Issuing Student Certificate

- After completing certificate
- Give original to applicant
- Return Medical Certificate
- Return Expired Student Certificate

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When issuing a Student Pilot Certificate the applicant must present a completed 8710-1 or 8710-11. After reviewing the application for errors you may issue a Student Pilot Certificate to the applicant.

Competed File To FSDO

- Application 8710-1 OR 8710-11
- Tissue Copy of Student Pilot Certificate

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After the completion of reviewing and issuing a Student Pilot Certificate the examiner should then complete Examiner Report on the back of the 8710-1 or 8710-11. The application along with the tissue or back copy of the Student Pilot Certificate should then be sent to the supervising FSDO within 7 calendar days.

Recreational Pilot Certificate

- Intended for persons flying the following aircraft:
 - Basic
 - Experimental
 - Amateur-Built
 - Rotorcraft
- Must operate in proximity to home airport and in airspace no requiring communication with ATC facilities

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The Recreational Pilot Certificate was established in 1989 for persons seeking a lower cost alternative to the Private Pilot Certificate. The Recreational Pilot Certificate is intended for those persons interested in flying Basic, Experimental, or Amateur-built Airplanes and Rotorcraft.

Recreational Pilots must operate in proximity to a home airport and in airspace that does not require communication with air traffic control facilities.

Recreational Pilot Certificate

- Category and class of aircraft use for Practical Test is placed on recreational pilot certificate
 - May be originally issued or added
- Category of airplane
 - Single-engine Land
 - Single-Engine Sea
- Category of rotorcraft
 - Helicopter
 - Gyroplane



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The category and class of aircraft used for the practical test is placed on a Recreational Pilot Certificate. Category and class ratings may be originally issued or added to Recreational Pilot Certificates.

Under the category of airplane the classes are Single-engine Land and Single-engine Sea. Under the category of Rotorcraft the classes are Helicopter and Gyroplane.

Recreational Pilot Limitations

- DPE will enter the limitation on **All** Recreational Pilot Certificates issued
 - “Holder Does Not Meet ICAO Requirements”
- Another possible limitation may include
 - “Passenger Carrying Prohibited on Flights More Than 10 NM From [Enter Name of Appropriate Island]”

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There are also limitations that apply to pilots that hold a Recreational Pilot Certificate.

The DPE will enter the notation “HOLDER DOES NOT MEET ICAO REQUIREMENTS” on all Recreational Pilot Certificates issued.

Other possible limitations may include “Passenger carrying prohibited on flights more than 10 NM from [enter name of appropriate island]” on the certificate of an applicant whose aeronautical experience qualifies the applicant under § 61.100. This limitation may be removed by a DPE upon presentation of satisfactory evidence of compliance with the requirements of § 61.99(a)(1).

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION						III. CERTIFICATE NO. PENDING	
ii. TEMPORARY AIRMAN CERTIFICATE							
THIS CERTIFIES THAT		IV. ELAINE SUSAN OLEKSA V. 419 SECOND STREET LOWELL, CT 01610					
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	VI. NATIONALITY	
09-03-1946	68 in.	126	BROWN	BLUE	F	USA	
IX. has been found properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of RECREATIONAL PILOT							
RATINGS AND LIMITATIONS							
XII. ROTORCRAFT - GYROPLANE							
HOLDER DOES NOT MEET ICAO REQUIREMENTS							
XIII.							
THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE				DATE OF SUPERSEDED AIRMAN CERTIFICATE 07-16-2001			
BY DIRECTION OF THE ADMINISTRATOR				EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. SW-05-28 / 255124567			
X. DATE OF ISSUANCE 09-20-2012		X. SIGNATURE OF EXAMINER OF INSPECTOR Wiley E Post WILEY E. POST		DATE DESIGNATION EXPIRES 03-31-2013			
FAA FORM 8060-4 (8-79) USE PREVIOUS EDITION							

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The certificate number should be listed for all new certificates as PENDING unless the applicant already has a pre-existing unique certificate number. Applicants that already have a certificate that is using their SSN should be marked as PENDING, if the SSN is used it will be changed by AFS-760 to a unique number.

In section 9 of the Temporary Airman Certificate, you should always **define** the pilot certificate grade. Grades of pilot certificates would be Sport, Recreational, Private, Commercial, or Airline Transport Pilot.

The information in section 12 would be the category and class held under the pilot certificate. Under the category and class, ratings would be listed, such as Instrument Airplane.

Examiners must legibly enter their pilot certificate number in the "Examiner's Designation No." or "Inspector's Registration No." block on the original copy of FAA Form 8060-4 that is submitted to AFS-760. The typed original becomes part of the certification file and the carbon copy is given to the applicant. If there are any entries that might be misunderstood, the examiner should write an explanation of the entries on a separate sheet of paper and attach it to the certification file.

XIV. CONDITIONS OF ISSUANCE

This is an interim certificate issued subject to the approval of the Federal Aviation Administration pending issuance of a certificate of greater duration. It becomes void-

1. Upon the receipt of a certificate of greater duration to replace it;
2. Upon a finding by the FAA that an error has been made in its issuance;
3. Upon finding by the FAA that it was issued illegally or as the result of fraud or misrepresentation;
4. Upon the refusal or failure by the holder to accomplish a flight check by a Flight Standards Inspector if so requested; and
5. In any case, at the expiration of 120 days from the date of issuance.



The examiner should always emphasize to the applicant that a Temporary Airman Certificate is only valid for 120 days.

A designee is not authorized to reissue an expired temporary certificate and all applicants should be referred to the local FSDO.

Airman Certificate (FRONT)

I UNITED STATES OF AMERICA XI
DEPARTMENT OF TRANSPORTATION • FEDERAL AVIATION ADMINISTRATION
IV NAME JOHN Q PUBLIC
V ADDRESS
VI NATIONALITY USA SEX HEIGHT WEIGHT HAIR EYES
IVa D.O.B. 18 AUG 1977 M 75 230 BROWN BROWN
IX HAS BEEN FOUND TO BE PROPERLY QUALIFIED TO EXERCISE THE PRIVILEGES OF
II FLIGHT ENGINEER
III CERTIFICATE NUMBER
X DATE OF ISSUE 16 MAY 2002
XIV
VIII ADMINISTRATOR

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The front side of the airman's certificate starts with the airman's basic information, then in item "II" the grade of pilot certificate, such as Commercial Pilot, will be listed.

Item "III" lists the unique airman certificate number and the date the airman certificate was issued.

Any time an airman is applying for an additional airman certificate and the application asks for the issue date, this is referring to the date listed on the front of the certificate and not the date the airman was first issued a certificate.

Private Pilot



Private Pilot

The examiner conducting the practical test reviews the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, Federal Communications Commission (FCC) Aircraft Radio Station License (if applicable), and aircraft registration to determine that the aircraft is airworthy and suitable for the practical test.

The applicant must present a pilot logbook or other acceptable and reliable record(s) as evidence of having met the minimum required aeronautical experience for the certificate or rating sought and to substantiate the aeronautical experience shown on FAA Form 8710-1.

The category of aircraft used for the practical test is placed on a Private Pilot Certificate. With the exception of Private Pilot Glider and Powered-Lift Certificates, the class rating is also placed on the certificate.

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO.					
ii. TEMPORARY AIRMAN CERTIFICATE		PENDING					
THIS CERTIFIES THAT IV. LEWIS A GARNER V. 123 NORTH SECOND STREET KIDD, PA 16236							
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
07-27-1960	70 in	165	BROWN	BROWN	M	USA	
IX. has been found properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of PRIVATE PILOT							
RATINGS AND LIMITATIONS							
XII. AIRPLANE SINGLE ENGINE LAND							
RECREATIONAL PRIVILEGES ROTORCRAFT - HELICOPTER							
XIII.							
THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE					DATE OF SUPERSEDED AIRMAN CERTIFICATE		
					07-16-1997		
BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.		
X. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OF INSPECTOR			SW-05-28 / 255124567		
09-11-2012		Wiley E Post WILEY E. POST			DATE DESIGNATION EXPIRES 03-31-2013		
VI. AIRMAN'S SIGNATURE							
FAA FORM 8060-4 (8-79) USE PREVIOUS EDITION							

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The applicant, Lewis Garner, has just completed the practical exam for Private Pilot Certificate "AIRPLANE SINGLE ENGINE LAND". Lewis Garner already holds a Recreational Pilot Certificate without the ICAO limitation.

The ICAO limitations were dropped since the requirements were met by the Private Pilot Certificate.

Even with the ICAO limitations removed, the Rotorcraft-Helicopter is still limited to the privileges and limitations of a Recreational Pilot.

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO.					
ii. TEMPORARY AIRMAN CERTIFICATE		PENDING					
THIS CERTIFIES THAT IV. LEWIS A GARNER V. 123 NORTH SECOND STREET KIDD, PA 16236							
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
07-27-1960	70 in.	165	BROWN	BROWN	M	USA	
IX. has been found properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of PRIVATE PILOT							
RATINGS AND LIMITATIONS							
XII. ROTORCRAFT HELICOPTER							
NOT VALID FOR FLIGHTS REQUIRING THE USE OF ENGLISH							
XIII.							
THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE					DATE OF SUPERSEDED AIRMAN CERTIFICATE		
					07-16-2001		
BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.		
X. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OF INSPECTOR			SW-05-28/ 2234167		
9-23-2012		Wiley E Post WILEY E. POST			DATE DESIGNATION EXPIRES		
					03-31-2013		
FAA FORM 8060-4 (8-79) USE PREVIOUS EDITION							

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If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person's certificate.

A medical disability of this kind may require an operating limitation be placed on the person's pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios.

However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios. If the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.

These actions mandate prior approval and coordination of the controlling Air Traffic Control Agency.

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION						III. CERTIFICATE NO.	
ii. TEMPORARY AIRMAN CERTIFICATE						PENDING	
THIS CERTIFIES THAT IV. ELAINE SUSAN OLEKSA V. 419 SECOND STREET LOWELL, CT 01610							
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	VI. NATIONALITY	
09-03-1946	68 in.	126	BROWN	BLUE	F	USA	
IX. has been found properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of PRIVATE PILOT							
RATINGS AND LIMITATIONS							
XII. GLIDER							
AERO TOW							
XIII.							
THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE					DATE OF SUPERSEDED AIRMAN CERTIFICATE		
					07-16-2001		
BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.		
X. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OF INSPECTOR			SW-05-28 / 255124567		
9-20-2012		Wiley E Post WILEY E. POST			DATE DESIGNATION EXPIRES		
					03-31-2013		
VI. AIRMAN'S SIGNATURE							
FAA FORM 8060-4 (8-79) USE PREVIOUS EDITION							

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A Private Pilot Certificate Glider category rating would list Glider. This certificate no longer uses the phrase Aero-Tow.

The launch procedure is no longer placed on the Pilot Certificate. The applicant's logbook endorsement of training in each glider method of launch procedure such as Ground Tow, Aero Tow, or Self Launch is required before a person may act as PIC during the particular launch operation, unless that person was qualified before August 4, 1997.

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. 990901235	
ii. TEMPORARY AIRMAN CERTIFICATE			
THIS CERTIFIES THAT		IV. LEWIS A GARNER 123 NORTH SECOND STREET KIDD, PA 16236	
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR EYES SEX NATIONALITY VI.
07-27-1960	70 in.	165	BROWN BROWN M UNITED KINGDOM
IX. has been found properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of PRIVATE PILOT PAGE 1 OF 2			
RATINGS AND LIMITATIONS			
XII. AIRPLANE SINGLE ENGINE LAND AIRPLANE MULTIENGINE LAND (U.S. TEST PASSED) ISSUED ON THE BASIS OF AND VALID ONLY WHEN ACCOMPANIED BY UNITED KINGDOM PILOT LICENSE NO. 12345678. ALL LIMITATIONS AND RESTRICTIONS ON THE			
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE		DATE OF SUPERSEDED AIRMAN CERTIFICATE 07-16-1998	
BY DIRECTION OF THE ADMINISTRATOR		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. SW-05-28/ 2234167	
X. DATE OF ISSUANCE	X. SIGNATURE OF EXAMINER OF INSPECTOR	DATE DESIGNATION EXPIRES	
12-21-2010	Wiley E Post WILEY E. POST	03-31-2012	
VI. AIRMAN'S SIGNATURE			
FAA FORM 8060-4 (8-79) USE PREVIOUS EDITION			

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Part 61.75 allows a person to be issued a U.S. Pilot Certificate with Private Pilot Privileges based on a Foreign-pilot License that is at least equivalent to the U.S. Private Pilot Certificate. The foreign-pilot license must have been issued by a Foreign Civil Aviation Authority (CAA) that is a valid member state of ICAO.

The holder of a valid Foreign-Pilot License issued by an ICAO member state, may use that Foreign-Pilot License as the basis for issuance of a U.S. Pilot Certificate.

To attach an additional aircraft rating under Part 61.75(c), for persons who apply for the addition of an aircraft rating to a Part 61.75 Pilot Certificate with the notation "U.S. TEST PASSED."

In the event that all the required information cannot be placed in the space provided the DPE may put Page 1 of 2 and place the additional information on the second page.

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. 990901235	
ii. TEMPORARY AIRMAN CERTIFICATE			
THIS CERTIFIES THAT		IV. LEWIS A GARNER V. 123 NORTH SECOND STREET KIDD, PA 16236	
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR
07-27-1960	70 <small>in.</small>	135	BROWN
			EYES
			BROWN
			SEX
			F
			NATIONALITY
			VI. UNITED KINGDOM
IX. has been found properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of PRIVATE PILOT PAGE 2 OF 2			
RATINGS AND LIMITATIONS XII. THE UNITED KINGDOM PILOT LICENSE APPLY			
XIII.			
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE		DATE OF SUPERSEDED AIRMAN CERTIFICATE	
		07-16-1998	
BY DIRECTION OF THE ADMINISTRATOR		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.	
		SW-05-28/ 2234167	
X. DATE OF ISSUANCE	X. SIGNATURE OF EXAMINER OF INSPECTOR		DATE DESIGNATION EXPIRES
9-21-2012	Wiley E Post WILEY E. POST		03-31-2013
FAA FORM 8060-4 (8-79) USE PREVIOUS EDITION			

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This shows the additional information being placed on the second page of the Temporary Airman Certificate. Both pages one and two must be sent to AFS-760 with the certification file.

Foreign Pilot

8710-1 MEDICAL CERTIFICATION

Q. Do you hold a Medical Certificate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	R. Class of Certificate France	S. Date Issued 03-15-2010
U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or			
<input type="checkbox"/> Yes			

T. Name of Examiner N/A	
W. Use of Stimulant drugs or substances? <input type="checkbox"/> No	V. Date of Final Conviction

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A person applying for a U.S. pilot certificate must submit evidence that he or she currently meets the medical standards for the Foreign-Pilot License on which the application for the pilot certificate is based. (See Part 61.75(f))

Some foreign CAAs enter periodic medical endorsements on their Foreign-Pilot Licenses, which affect its currency. Therefore, if the Foreign-pilot License must have a medical endorsement to make it valid, an FAA medical certificate alone will not satisfy the regulations.

In cases when a medical endorsement is not used, a current medical license from the person's foreign medical examiner or a current U.S. Part 67 medical certificate will satisfy the requirement.

If the person's Foreign-Pilot License shows a medical endorsement, the person should enter the word "endorsement" on the 8710-1, Section I, Block R, or the equivalent class of medical certificate. If using IACRA, enter the date of that endorsement in Block S. If the name of the examiner who administered the medical endorsement is unknown to the applicant because the physical was administered by the foreign CAA, then simply state: "Civil Aviation Authority" in Block T.

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO.					
ii. TEMPORARY AIRMAN CERTIFICATE		PENDING					
THIS CERTIFIES THAT IV. ELAINE SUSAN OLEKSA V. 419 SECOND STREET LOWELL, CT 01610							
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
09-03-1946	68 in.	126	BROWN	BLUE	F	USA	
IX. has been found properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of PRIVATE PILOT							
RATINGS AND LIMITATIONS							
XII. LIGHTER-THAN-AIR-BALLOON							
LIMITED TO HOT AIR BALLOONS WITH AIRBORNE HEATER							
XIII.							
THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE					DATE OF SUPERSEDED AIRMAN CERTIFICATE		
					07-16-2001		
BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.		
X. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OF INSPECTOR			SW-05-28 / 255124567		
9-02-2012		Wiley E Post WILEY E. POST			DATE DESIGNATION EXPIRES		
					03-31-2013		
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This Private Pilot holds a Lighter-Than-Air, Balloon class rating originally issued with the Lighter-Than-Air limitation of “Limited to Hot Air Balloons with Airborne Heater.” This limitation could be removed if the pilot would add the Gas Balloon rating to their certificate.

The same would apply if the pilot held only a Gas Balloon rating and was not qualified in a Hot-Air-Balloon with an Airborne Heater.

COMMERCIAL PILOT



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Commercial Pilot

The applicant must meet all the applicable prerequisite requirements of 14 CFR Part 61 subpart F. Except for Glider or Balloon Pilots, the applicant must hold at least a third-class medical certificate to be eligible for the original issuance of a Commercial Pilot Certificate.

The provisions of Part 61.133 allow a Commercial Pilot to act as PIC of an aircraft for compensation or hire. During the practical test, the examiner should determine whether the applicant is aware of the types of flight operations and regulatory requirements found in 14 CFR Parts 91, 119, 133, 135, and 137 that affect these privileges.

Any limitations on the applicant's Private Pilot Certificate that were not removed before the Commercial Certificate is issued must be placed on the Commercial Certificate unless the applicant presents evidence that the limitations no longer apply.

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. PENDING					
ii. TEMPORARY AIRMAN CERTIFICATE							
THIS CERTIFIES THAT		IV. ELAINE SUSAN OLEKSA V. 419 SECOND STREET LOWELL, CT 01610					
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
09-03-1946	68 in.	126	BROWN	BLUE	F	USA	
IX. has been found properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of COMMERCIAL PILOT							
RATINGS AND LIMITATIONS							
XII. AIRPLANE MULTIENGINE LAND PRIVATE PRIVILEGES - AIRPLANE SINGLE ENGINE LAND. NOT VALID FOR CARRIAGE OF PASSENGERS FOR HIRE IN AIRPLANES ON CROSS-COUNTRY FLIGHTS OF MORE THAN 50 NAUTICAL MILES, OR AT NIGHT.							
XIII. THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE				DATE OF SUPERSEDED AIRMAN CERTIFICATE			
				07-17-1982			
BY DIRECTION OF THE ADMINISTRATOR				EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.			
X. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OF INSPECTOR		SW-05-28 / 255124567			
9-16-2012		Wiley E Post WILEY E. POST		DATE DESIGNATION EXPIRES 03-31-2013			
VI. AIRMAN'S SIGNATURE							
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A person who applies for a Commercial Pilot Certificate with an Airplane Category or Powered-Lift Category rating and does not hold an Instrument Rating in the same category and class will be issued a Commercial Pilot Certificate that contains the limitation, "The carriage of passengers for hire in (airplanes) (powered-lifts) on cross-country flights in excess of 50 nautical miles or at night is prohibited."

The limitation may be removed when the person satisfactorily accomplishes the requirements listed in Part 61.65 for an Instrument Rating in the same category and class of aircraft listed on the person's Commercial Pilot Certificate.

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. 173239702						
ii. TEMPORARY AIRMAN CERTIFICATE								
THIS CERTIFIES THAT		IV. ELAINE SUSAN OLEKSA V. 419 SECOND STREET LOWELL, CT 01610						
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.	
09-03-1946	68 in.	126	BROWN	BLUE	F	USA		
IX. has been found properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of COMMERCIAL PILOT								
RATINGS AND LIMITATIONS								
XII. AIRPLANE SINGLE & MULTIENGINE LAND INSTRUMENT - AIRPLANE								
XIII. AIRPLANE MULTIENGINE LAND VFR ONLY								
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE OF THIS GRADE OF CERTIFICATE					X. REISSUANCE <input checked="" type="checkbox"/>			DATE OF SUPERSEDED AIRMAN CERTIFICATE
								07-17-1982
BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.			
X. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OF INSPECTOR			SW-05-28 / 255124567			
09-16-2012		Wiley E Post WILEY E. POST			DATE DESIGNATION EXPIRES			
					03-31-2013			
VI. AIRMAN'S SIGNATURE								
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Elaine already held a Commercial Pilot certificate with Airplane Single Engine and Multiengine Land VFR Only. Elaine has just taken the Instrument Rating exam for Airplane Single Engine Land.

Because not all the requirements of the PTS for multiengine were met, the airplane multiengine is still limited to VFR only. The multiengine VFR limitation cannot be removed until Elaine has completed a flight exam demonstrating all the requirements of the PTS for Instrument Rating in a Multiengine Airplane. Since Elaine was adding onto an existing Commercial Certificate, the DPE would check "reissuance of this grade of certificate."

Designated Examiner or Airman Certification Representative Report				
<input type="checkbox"/> Student Pilot Certificate Issued (Copy attached)				
<input checked="" type="checkbox"/> I have personally reviewed this applicant's pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR Part 61 for the certificate or rating sought.				
<input type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate.				
<input checked="" type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below.				
<input checked="" type="checkbox"/> Approved--Temporary Certificate Issued (Original Attached)				
<input type="checkbox"/> Disapproved--Disapproval Notice Issued (Original Attached)				
Location of Test (Facility, City, State)			Duration of Test	
WILEY POST AIRPORT, OKLAHOMA CITY, OK			Ground 1.0	Simulator/FTD 1.0
Certificate or Rating for Which Tested		Type(s) of Aircraft Used	Registration No.(s)	
AMEL/INSTA		CESSNA 310	N24151	
Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires
9-26-2012	WILEY E. POST <i>Wiley E Post</i>	2234167	SW-05-28	03-31-2013



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Elaine has now taken the instrument exam in a multiengine airplane to remove the VFR limitation. The highlighted areas must still be completed even though this is a “reissuance” and only removing the VFR limitation.

As a DPE you must have used the matrix in the PTS to examine all the Areas of Operation required for the removal of the limitation.

It is important to note in the examiner's report the category and class of the aircraft used for the practical test, for the removal of this limitation.

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. 173239702						
ii. TEMPORARY AIRMAN CERTIFICATE								
THIS CERTIFIES THAT		IV. ELAINE SUSAN OLEKSA V. 419 SECOND STREET LOWELL, CT 01610						
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.	
09-03-1946	68 in.	126	BROWN	BLUE	F	USA		
IX. has been found properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of COMMERCIAL PILOT								
RATINGS AND LIMITATIONS								
XII. AIRPLANE SINGLE & MULTIENGINE LAND INSTRUMENT - AIRPLANE								
XIII.								
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE OF THIS GRADE OF CERTIFICATE					<input checked="" type="checkbox"/> A REISSUANCE			DATE OF SUPERSEDED AIRMAN CERTIFICATE
								09-16-2012
BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.			
X. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OF INSPECTOR			SW-05-28 / 255124567			DATE DESIGNATION EXPIRES
09-25-2012		Wiley E Post WILEY E. POST						03-31-2013
VI. AIRMAN'S SIGNATURE								
FAA FORM 8060-4 (8-79) USE PREVIOUS EDITION								

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After passing the flight test in a Multiengine Airplane, Elaine was issued an unrestricted certificate, as shown. Notice that this is a reissuance of her existing Commercial Pilot Certificate.

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. 2047183	
ii. TEMPORARY AIRMAN CERTIFICATE			
THIS CERTIFIES THAT		IV. LOIS ANN GARNER V. 123 NORTH SECOND STREET KIDD, PA 16236	
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR
07-27-1960	70 in.	135	BROWN
EYES	SEX	NATIONALITY	
BROWN	F	UNITED KINGDOM	
IX. has been found properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of COMMERCIAL PILOT			
RATINGS AND LIMITATIONS			
XII. AIRPLANE SINGLE & MULTIENGINE LAND INSTRUMENT - AIRPLANE			
XIII. INSTRUMENT PRIVILEGES IN MULTIENGINE AIRPLANES LIMITED TO CENTER THRUST			
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE OF THIS GRADE OF CERTIFICATE		X. REISSUANCE <input checked="" type="checkbox"/>	
		DATE OF SUPERSEDED AIRMAN CERTIFICATE 07-16-1998	
BY DIRECTION OF THE ADMINISTRATOR		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. SW-05-28/ 2234167	
X. DATE OF ISSUANCE	X. SIGNATURE OF EXAMINER OF INSPECTOR		DATE DESIGNATION EXPIRES
12-21-2012	Wiley E Post WILEY E. POST		03-31-2013
FAA FORM 8060-4 (8-79) USE PREVIOUS EDITION			

VI. AIRMAN'S SIGNATURE

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Lois Ann Garner, held a Commercial Pilot Certificate with Airplane Single and Multiengine Land, Instrument Airplane and Airplane Multiengine Land VFR only.

In Lois's effort to remove the Multiengine VFR limitations, she takes her multiengine exam in a Cessna 337 that doesn't have a published VMC. Because the aircraft doesn't have a published VMC, her new certificate will bear the limitation "INSTRUMENT PRIVILEGES IN MULTIENGINE AIRPLANES LIMITED TO CENTER THRUST."

To have this limitation removed Lois will have to be examined in a Multiengine Aircraft with a published VMC, and meet all the requirements of the PTS matrix for the removal of "LIMITED TO CENTER THRUST."

Since the grade of certificate did not change, the Temporary Airman Certificate will be marked "Reissuance."

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO.					
ii. TEMPORARY AIRMAN CERTIFICATE		PENDING					
THIS CERTIFIES THAT IV. JOHN WILLIAMS JONES V. 419 SECOND STREET LOWELL, CT 01610							
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
10-03-1946	71 in.	186	BROWN	BLUE	M	USA	
IX. has been found properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of COMMERCIAL PILOT							
RATINGS AND LIMITATIONS							
XII. AIRPLANE MULTIENGINE LAND INSTRUMENT - AIRPLANE PRIVATE PRIVILEGES							
XIII. AIRPLANE SINGLE ENGINE LAND							
THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE					DATE OF SUPERSEDED AIRMAN CERTIFICATE		
					07-16-1996		
BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.		
X. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OF INSPECTOR			SW-05-28 / 255124567		
09-20-2012		Wiley E Post WILEY E. POST			DATE DESIGNATION EXPIRES		
					03-31-2013		
VI. AIRMAN'S SIGNATURE							
FAA FORM 8060-4 (8-79) USE PREVIOUS EDITION							

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John held a Private Pilot Airplane Single Engine and Multiengine Land with Instrument Airplane, and is now taking the Commercial Multiengine Land practical exam. Since this is a new grade of certificate, John will need to take the entire Commercial Practical Exam and the matrix will not be involved.

If John already held a Commercial grade of certificate, you would refer to the PTS matrix to see what Areas of Operation would apply for the practical exam.

Since this is an upgrade to a Commercial Pilot Certificate, the Temporary Airman Certificate will be marked as "Original" issuance.

John will still hold Private Pilot privileges at the Private Pilot Airplane Single Engine Level.

Airline Transport Pilot



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Airline Transport Pilot

An applicant for an ATP certificate must meet all applicable requirements of 14 CFR Part 61 Subpart G, to conduct an ATP Certification, including additional category or class ratings at the ATP Level.

The examiner reviews the applicant's pilot logbook and/or reliable and acceptable records to determine that the applicant possesses the appropriate aeronautical experience required. by 14 CFR Part 61 Subpart G.

If the applicant does not meet the ICAO requirement, the examiner will place the endorsement "Holder Does Not Meet The Pilot-In-Command Aeronautical Experience Requirements of ICAO" on FAA Form 8060-4. (See Part 61.159(d))

Official military flight time records may be used if the records meet the criteria of Part 61.73(h) and the examiner can determine the applicant's flight time meets the appropriate aeronautical experience requirements of Part 61 Subpart G.

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. 173239702					
ii. TEMPORARY AIRMAN CERTIFICATE							
THIS CERTIFIES THAT		IV. ELAINE SUSAN OLEKSA V. 419 SECOND STREET LOWELL, CT 01610					
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
09-03-1946	68 in.	126	BROWN	BLUE	F	USA	
IX. has been found properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of AIRLINE TRANSPORT PILOT							
RATINGS AND LIMITATIONS							
XII. AIRPLANE SINGLE AND MULTIENGINE LAND LR-JET IA-JET BE-300							
XIII. BE-300 SECOND-IN-COMMAND REQUIRED							
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE					DATE OF SUPERSEDED AIRMAN CERTIFICATE		
					05-26-2002		
BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.		
X. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OF INSPECTOR			SW-05-28 / 255124567		
12-15-2012		Wiley E Post WILEY E. POST			DATE DESIGNATION EXPIRES		
					03-31-2013		
VI. AIRMAN'S SIGNATURE							
FAA FORM 8060-4 (8-79) USE PREVIOUS EDITION							

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Elaine already held an ATP certificate with type ratings in an LR-JET and a IA-JET. Elaine has completed a practical exam in a BE-300. The BE-300 can be flown with a one or two person crew. An applicant that either does not qualify or chooses to use a SIC, will have the limitation "Second-In-Command Required" placed on their Pilot certificate limiting them to operations requiring a SIC.

If Elaine wished to have the limitation removed, she would take another check ride to demonstrate her abilities without the use of a SIC.

The certificate was also a reissuance, since Elaine previously held the ATP and this was an additional type rating added at the ATP level.

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. 2047183	
ii. TEMPORARY AIRMAN CERTIFICATE			
THIS CERTIFIES THAT		IV. LOIS ANN GARNER V. 123 NORTH SECOND STREET KIDD, PA 16236	
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR
07-27-1960	70 in.	135	BROWN
			EYES
			BROWN
			SEX
			F
			NATIONALITY
			USA
IX. has been found properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of AIRLINE TRANSPORT PILOT			
RATINGS AND LIMITATIONS			
XII. AIRPLANE MULTIENGINE LAND			
COMMERCIAL PRIVILEGES			
ROTORCRAFT - HELICOPTER			
AIRPLANE SINGLE ENGINE LAND			
XIII. INSTRUMENT HELICOPTER			
THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE		DATE OF SUPERSEDED AIRMAN CERTIFICATE	
		05-14-2002	
BY DIRECTION OF THE ADMINISTRATOR		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.	
		SW-05-28/ 2234167	
X. DATE OF ISSUANCE	X. SIGNATURE OF EXAMINER OF INSPECTOR	DATE DESIGNATION EXPIRES	
12-27-2012	Wiley E Post WILEY E. POST	03-31-2013	
FAA FORM 8060-4 (8-79) USE PREVIOUS EDITION			

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Lois is adding an ATP Airplane Multiengine Land to her Commercial Certificate. Lois held a Commercial Airplane Multiengine Land and then upgraded the Multiengine to an ATP certificate. This upgrade only applied to the Multiengine.

The Rotorcraft – Helicopter and Airplane Single Engine Land will remain at the Commercial level.

Since the grade of certificate has changed to ATP the Temporary Airman Certificate is marked as “Original” issuance.

Added Ratings

1. Ensure additional rating at the correct grade level.
2. Use appropriate Practical Test Standard(s).
3. Ensure applicant meets minimum Flight time requirements.
4. Use caution when issuing temporary airman certificate.

(Do not inadvertently add or remove ratings!)



Anytime an applicant adds an additional rating or upgrades a certificate level, you must always ensure that each rating is at the proper certificate level.

As an example, just because someone tested for ATP multiengine, does not mean that their Airplane Single Engine gets upgraded also.

When conducting the practical exam make sure you use the latest version of the PTS and the one that is appropriate for that exam. If it is an add-on you refer to the matrix and make sure everything is covered for that certificate or rating.

Always compare the applicants logbook and their application to ensure that the times they have indicated meets all the requirements of 14 CFR Part 61.

When issuing the Temporary Airman Certificate, be sure NOT to give the applicant something that they are not eligible for, and make certain that you don't remove anything they already possess (i.e. type ratings, limitations...).

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. 173239702					
ii. TEMPORARY AIRMAN CERTIFICATE							
THIS CERTIFIES THAT		IV. ELAINE SUSAN OLEKSA V. 419 SECOND STREET LOWELL, CT 01610					
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
09-03-1946	68 in.	126	BROWN	BLUE	F	USA	
IX. has been found properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of AIRLINE TRANSPORT PILOT							
RATINGS AND LIMITATIONS							
XII. AIRPLANE MULTIENGINE LAND L - 300 L - 382 B - 707, 720 N-B2							
XIII. N - B25 VFR ONLY							
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE					DATE OF SUPERSEDED AIRMAN CERTIFICATE		
					05-26-2002		
BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.		
X. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OF INSPECTOR			SW-05-28 / 255124567		
12-15-2012		Wiley E Post WILEY E. POST			DATE DESIGNATION EXPIRES		
					03-31-2013		
VI. AIRMAN'S SIGNATURE							
FAA FORM 8060-4 (8-79) USE PREVIOUS EDITION							

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The category and class rating(s) for which the applicant has qualified on the original or subsequent ATP practical tests are entered on the ATP certificate. Recreational, Private, and Commercial category and class ratings may not be upgraded to the ATP level without a practical test.

If a type rating on the superseded certificate is limited to VFR, that limitation is carried forward to the new certificate. Type ratings limited to VFR may be upgraded to the ATP level.

The applicant must perform the practical test in actual or simulated instrument conditions unless the aircraft is not capable of instrument maneuvers and procedures. An applicant may add a type rating to an ATP certificate with an aircraft that is not capable of the instrument maneuvers and procedures required on the practical test.

The rating will be limited to "VFR Only" and may be removed for that aircraft type after the applicant passes a practical test in that type of aircraft on the appropriate instrument maneuvers and procedures outline in Part 61.157; or they qualify in Part 61.73(d) for that type of aircraft.

ATP/Type Rating

- COMPLETE BOTH SECTIONS

Designated Examiner or Airman Certification Representative Report					
<input type="checkbox"/> Student Pilot Certificate Issued (Copy attached) <input checked="" type="checkbox"/> I have personally reviewed this applicant's pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR Part 61 for the certificate or rating sought. <input type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. <input checked="" type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below. <div style="text-align: center;"> <input checked="" type="checkbox"/> Approved--Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved--Disapproval Notice Issued (Original Attached) </div>					
Location of Test (Facility, City, State)				Duration of Test	
Wiley Post Airport, Oklahoma City, OK				Ground 3.0	Simulator/FTD 2.0
Certificate or Rating for Which Tested		Type(s) of Aircraft Used		Registration No.(s)	
AIRLINE TRANSPORT PILOT		CESSNA CE-500		N12345	
Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires	
12-23-2012	WILEY E. POST <u>Wiley E Post</u>	2234167	SW-05-28	03-31-2013	
Evaluator's Record (Use For ATP Certificate and/or Type Ratings)					
	Inspector	Examiner	Signature and Certificate Number	Date	
Oral	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Wiley E Post</u> 2234167	08-23-2012	
Approved Simulator/Training Device Check	<input type="checkbox"/>	<input type="checkbox"/>			
Aircraft Flight Check	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Wiley E Post</u> 2234167	08-23-2012	
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>			
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Whether the examiner is conducting an ATP in a non-type rated aircraft, a type rated aircraft, or just conducting a type rating for any grade of certificate Private, Commercial, or ATP, the evaluator's record must be completed.

Just as with any other exam, the ground or oral must be conducted first and the flight portion or simulator last. The date of the flight check and the date of the final exam must match with the date on the applicant's Temporary Airman Certificate.

Flight Instructor Examiner

- Authorized to conduct renewal or reinstatement of Flight Instructor Certificate
 - Based on applicant satisfactorily accomplishing a practical test



§ 61.197(a)(1)

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A Flight Instructor Examiner (FIE) is authorized to conduct the renewal or reinstatement of a Flight Instructor Certificate.

However, the solo basis for issuing the renewal or reinstatement of a Flight Instructor Certificate will be based on the applicant satisfactorily **accomplishing a practical test only** (i.e., the oral and flight portions) as per Part 61.197(a)(1).

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. 005124435					
ii. TEMPORARY AIRMAN CERTIFICATE							
THIS CERTIFIES THAT		IV. ELAINE SUSAN OLEKSA V. 419 SECOND STREET LOWELL, CT 01610					
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
09-03-1946	68 in.	126	BROWN	BLUE	F	USA	
IX. has been found properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of FLIGHT INSTRUCTOR							
RATINGS AND LIMITATIONS							
XII. AIRPLANE SINGLE & MULTIENGINE INSTRUMENT AIRPLANE							
XIII. VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NUMBER 005124435 EXPIRES 09/31/2014							
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE					DATE OF SUPERSEDED AIRMAN CERTIFICATE		
					07-16-2009		
BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.		
X. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OF INSPECTOR			SW-05-28 / 255124567		
9-11-2012		Wiley E Post WILEY E. POST			DATE DESIGNATION EXPIRES 03-31-2013		
VI. AIRMAN'S SIGNATURE							
FAA FORM 8060-4 (8-79) USE PREVIOUS EDITION							

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A Flight Instructor applicant must hold either a Commercial Pilot Certificate or an ATP Airman Certificate.

If the applicant holds a Commercial Pilot Certificate, that applicant must also hold an Instrument—Airplane rating if applying for a Flight Instructor—Airplane or a Flight Instructor Instrument—Airplane rating.

A Flight Instructor endorsement is not required for the renewal or reinstatement of a Flight Instructor Certificate except in accordance with the provisions of Part 61.49 for a retest.

A Flight Instructor Certificate is renewed or reinstated with an expiration date 24 calendar-months after the month of renewal or reinstatement or the month of expiration of the current Flight Instructor Certificate, provided the provisions of Part 61.197(a) are accomplished within the 3 calendar-months preceding the expiration month of the current Flight Instructor Certificate.

An applicant may renew all ratings on a current Flight Instructor Certificate by satisfactorily completing one practical test. Also, the satisfactory completion of a practical test for an additional Flight Instructor rating constitutes the renewal of a Flight Instructor Certificate.

Notice of Disapproval

- Applicant that fails any area of operation, that applicant fails the practical test
- When performance is unsatisfactory, inform applicant of reasons for disapproval
 - Issue FAA Form 8060-5, Notice of Disapproval



In accordance with Part 61.43 an applicant that fails any Area of Operation, that applicant fails the practical test. An applicant is not eligible for a certificate or rating sought until **all** the Areas of Operation are passed.

When the applicant's performance is unsatisfactory in the demonstration of knowledge and/or skill, and inform the applicant of the reasons for the disapproval, and issue FAA Form 8060-5, Notice of Disapproval.

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION NOTICE OF DISAPPROVAL OF APPLICATION		NOTE PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION	
NAME AND ADDRESS OF APPLICANT JETHRO LEROY BODINE 3211 RODEO DRIVE BEVERLY HILLS, CA 96002		CERTIFICATE OR RATING SOUGHT PRIVATE PILOT	
On the date shown, you failed the examination indicated below: <input type="checkbox"/> FLIGHT <input type="checkbox"/> ORAL <input checked="" type="checkbox"/> PRACTICAL			
AIRCRAFT USED (Make and Model) CESSNA 150		FLT. TIME RECORDED IN LOGBOOK	
		PILOT-IN-COMM. OR SOLO 350	INSTRUMENT 218
		DUAL 630	
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING: AREAS OF OPERATION - IV, VI, VII, VIII, & X WHILE MANEUVERING AT MINIMUM CONTROLLABLE AIRSPEED THE APPLICANT STALLED UNINTENTIONALLY. <div style="text-align: right;">FIRST FAILURE</div>			
<small>I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating sought</small>			
DATE OF EXAMINATION 12-03-2012	SIGNATURE OF EXAMINER OR INSPECTOR Wiley E Post WILEY E. POST	DESIGNATION OR OFFICE NO. SW-05-28	
<small>FAA Form 8060-5 (4-82)</small>			

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Prepare FAA Form 8060-5, making all entries in the indicated blocks. Prepare a typed or handwritten original and duplicate, give the duplicate to the applicant. If you gave the applicant a handwritten copy, you must also type an original to submit to the FSDO.

Enter the applicant's name and address as they appear on the application. Indicate the certificate or rating sought. Check the box marked "PRACTICAL" if there were unsatisfactory items on the test. The Oral and Flight Blocks are not used.

Enter the make and model of the aircraft used for the test. Enter the applicant's PIC or solo, instrument, and dual flight times as recorded in the applicant's logbook.

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION NOTICE OF DISAPPROVAL OF APPLICATION		NOTE PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION	
NAME AND ADDRESS OF APPLICANT JETHRO LEROY BODINE 3211 RODEO DRIVE BEVERLY HILLS, CA 96002		CERTIFICATE OR RATING SOUGHT PRIVATE PILOT	
On the date shown, you failed the examination indicated below: <input type="checkbox"/> FLIGHT <input type="checkbox"/> ORAL <input checked="" type="checkbox"/> PRACTICAL			
AIRCRAFT USED (Make and Model) CESSNA 150		FLT. TIME RECORDED IN LOGBOOK	
		PILOT-IN-COMM. OR SOLO 350	INSTRUMENT 218
		DUAL 630	
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING: AREAS OF OPERATION - IV, VI, VII, VIII, & X WHILE MANEUVERING AT MINIMUM CONTROLLABLE AIRSPEED THE APPLICANT STALLED UNINTENTIONALLY. <p style="text-align: right;">FIRST FAILURE</p>			
I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating sought			
DATE OF EXAMINATION 12-03-2012	SIGNATURE OF EXAMINER OR INSPECTOR Wiley E Post WILEY E. POST	DESIGNATION OR OFFICE NO. SW-05-28	
<small>FAA Form 8060-5 (4-82)</small>			

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Enter all Areas of Operation and tasks that were performed unsatisfactorily, to include the specific tasks and those Areas of Operation not completed during the practical test. Enter the date the practical test was first discontinued, in accordance with Part 61.43(f)(1) (emphasis on the start of “the 60-day period after the date the practical test was discontinued” provision).

That date will be maintained on the 8060-5 for all subsequent discontinuances. For example, if an applicant fails the ground portion of the practical test, that date will be entered on FAA Form 8060-5 in the section noted as “Upon Reapplication You Will be Reexamined on the Following”. The date will be maintained on the 8060-5 for all subsequent discontinuances.

Enter the number of practical test failures by the applicant for the certificate or rating sought and enter the date of the practical test.

Letter of Discontinuance

- Issue for extenuating circumstances
 - Environmental, mechanical, or personal situations
 - INCOMPLETE PRACTICAL TEST – not involving a failure
 - Must list Areas of Operations successfully completed.
 - Discontinuance is good for 60 days .



The letter of discontinuance allows for the applicant to continue the practical exam at a later date.

Environmental, mechanical, or personal situations can occur which could cause the test to be discontinued. In such cases, the examiner should assure the applicant that they have not failed the practical test and should attempt to reschedule the test as soon as possible.

Some of the reasons for discontinuance of a practical test are weather, mechanical problems, or incapacitation of the applicant or examiner after the test has begun.

On the day of the practical test, if extenuating circumstances occur, the examiner may elect, with the applicant's concurrence, to begin the test anyway with the intention of completing the test at a later date. However, when the test is discontinued, the applicant must be issued a Letter of Discontinuance.

Letter of Discontinuance

- For unsatisfactory performance return the following to applicant:
 - FAA Form 8710-1 or 8710-11
 - Knowledge Test Report (if applicable)
- Does not extend the validity of the knowledge test



When a practical test is discontinued for reasons other than unsatisfactory performance, FAA Form 8710-1 or Form 8710-11, Airman Certificate and/or Rating Application – Airman Certificate, and the knowledge test report (if applicable) should be returned to the applicant. At that time, the examiner signs and issues a Letter of Discontinuance identifying the portions of the practical test that the applicant successfully completed. The examiner should retain a copy of the letter.

Within 60 days of the original date of application, the applicant may use this letter to show an examiner which portion of the practical test was successfully completed. The letter must be included in the applicant's certification file.

A Letter of Discontinuance does not extend the validity of a Knowledge Test.

Sample Letter of Discontinuance (Pilot)

ELAINE SUSAN OLEKSA
419 SECOND STREET
LOWELL, CT 01610

Dear Ms. Oleksa

On Aug 31, 2012, you successfully completed a portion of the practical test indicated below:

Certificate/Rating: Private Pilot

Additional Aircraft Category/Class Rating: Airplane Single Engine Land

Aircraft Used: N2345F, Cessna 152

The practical test was discontinued because of inclement weather conditions.

If application is made by Oct 31, 2012, this letter may be used to show the following portions of the practical test which have been completed satisfactorily:

Area of Operations: I, II, III, IV, V.

After Oct 31, 2012, YOU MUST REPEAT THE ENTIRE TEST.

NOTE: This letter does not extend the expiration date(s) for your knowledge test results, your graduation certificate, airman medical certificate, or the required instructor endorsements.

Sincerely,

Examiner's signature and Designation Number: SW-010052364G

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This is a completed Letter of Discontinuance for a Private Pilot applicant. To see the sample letter from the 8900.2 you will need to go to the figures in the back.

Disposition of File Discontinuance

- 8710-1 or 8710-11 as appropriate
- Airman Certificate
- Written Test Results
- Medical as appropriate
- Letter of Discontinuance



If a Letter of Discontinuance is issued, the designee should return the applicant's application, their Airman Certificate, written test results, medical if needed, and Letter of Discontinuance.

Disposition of Files

- Examiner who conducts practical test is responsible for completeness and accuracy of certification file



The examiner who conducts a certification practical test is solely responsible for the completeness and accuracy of the certification file.

Disposition of Files

“Conclusion of the Practical Exam”

- Complete “Designated Examiner’s Report”
- Complete Evaluator’s Report for ATP’s and Type Ratings
- Check all of the appropriate boxes in the “Attachments” section



After completion of the practical exam, the designee should complete the designee report on the back of the 8710-1 or 8710-11, checking all applicable blocks. Then list the location of where the test was conducted. If the test was conducted away from the airport such as a seaplane operating off a lake that doesn't have a identifier, you would use the identifier of the closest airport. Make sure the date on the designee report matches the date on the Temporary Airman's Certificate.

If you are issuing a certificate for ATP or type rating you will always complete the Evaluator's Record. This requires that you sign and date both the oral and the flight check blocks. The date on the flight check must match the date of the exam and the date on the Temporary Airman Certificate.

Finally, check everything in the “attachments” block that applies to this certification file.

Disposition of File “Applicant Passes File to FSDO”

- 8710-1 or 8710-11 as appropriate
- Temporary Airman Certificate 8060-4
- Superseded Airman Certificate if applicable
- Any notes of explanation to AFS-760
- File to FSDO within 7 calendar-days



If the applicant passes the practical exam the designee should construct the certification file with the 8710-1 or 8710-11 or both as well as the original typed Temporary Airman Certificate and handwritten Temporary, if used.

For a superseded Airman Certificate to be returned to the applicant, the designee should punch a hole in the FAA seal, whether processing a paper file or using IACRA.

In the event that the designee needs to explain something that was out of the ordinary, the designee should attach a detailed explanation to the file and send to AFS-760.

All files should be sent to the supervising geographic FSDO with in 7 calendar-days.

If Applicant Passes

- They will receive
 - Temporary Airman Certificate (copy)
 - 141 Graduation certificate (if applicable)
 - Medical Certificate
 - Government ID
 - Logbook endorsement



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On successful completion of the practical exam, the applicant will be issued a Temporary Airman Certificate that will supersede any previously issued certificates.

The examiner will return the applicants medical certificate, their government identification used to verify their identity and their Part 141 Graduation Certificate. Offer to make a logbook entry.

If the applicant is issued a handwritten Temporary Airman Certificate due to the location of the practical exam, the designee will complete and type a Temporary Airman Certificate to be sent in to AFS-760 with the certification file.

If Disapproved

- Applicant Receives
 - Notice of Disapproval
 - Pilot Certificate
 - Medical if required
 - Knowledge Test Results
 - Logbook Endorsement
 - Graduation Certificate



If the applicant fails any portion of the practical exam, the exam is considered unsatisfactory. The applicant will be advised where they failed in accordance with the PTS.

The examiner will then complete the Designated Examiner Report on the back of the application and check the block "Disapproved". After completing the report, the examiner will complete a Notice of Disapproval 8060-5, entering all Areas of Operation and tasks that were performed unsatisfactorily or not tested.

The applicant will then be returned their pilot certificate, medical if required, knowledge test results, logbook endorsement, and if applicable, a Graduation certificate if from a Part 141 school.

Examiner Submits Certification File To FSDO

- Completed Application
- Temporary Airman Certificate
- (Typed Original) or Disapproval Notice
- Previous Disapproval Notice
- Knowledge Test Results (IF PASS)
- Superseded Airman/Flight
- Instructor Certificate (IF PASS)

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After the completion of the practical exam, the examiner will assemble the certification file that will be submitted to the managing FSDO for review, prior to sending the file to AFS-760.

The examiner should submit the completed application, a Temporary Airman Certificate, if the applicant passed, or in the event of a failure, a Notice of Disapproval. If the applicant had a previous failure, you should include the past Notice of Disapproval.

If the applicant passed, the Knowledge Test results and superseded Airman Certificate would be included in the application file. If a superseded Airman Certificate that is not associated with an airman medical is returned to the applicant, the FAA seal should be punched out.

Review

- In this lesson we reviewed the following:
 - Submitting airman certification files to the FSDO
 - Completing FAA Forms
 - 8710-1, Airman Certification and or Rating Application
 - 8710-2, Student Pilot Certificate
 - 8060-4, Temporary Airman Certificate
 - 8060-5, Notice of Disapproval
 - Issuing a Letter of Discontinuance
 - Disposition of Certification files



In this lesson we reviewed the following:

- Submitting airman certification files to the FSDO
- Completing FAA Forms
 - 8710-1, Airman Certification and or Rating Application
 - 8710-2, Student Pilot Certificate
 - 8060-4, Temporary Airman Certificate
 - 8060-5, Notice of Disapproval
- Issuing a Letter of Discontinuance
- Disposition of Certification files

This concludes the lesson.