

**ORDER**

8710.7

**SPORT PILOT EXAMINER'S  
HANDBOOK**



**October 14, 2004**

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**



## FOREWORD

This order provides guidance and prescribes procedures for Sport Pilot designated pilot examiners. It delineates privileges, responsibilities, and limitations of examiner designations and authorizations.

All users of this order shall familiarize themselves with its contents and comply with the instructions and guidance contained herein.

Suggestions for changes or comments on the content of this order are invited and will be given careful consideration. User comments should be addressed to: Federal Aviation Administration, Regulatory Support Division, **ATTN: Light Sport Aviation Branch, AFS-610**, P.O. Box 25082, Oklahoma City, OK 73125. FAA Form 1320-19, Directive Feedback Information, is located on the back of this order for your convenience. AFS-610 will coordinate all changes with the General Aviation and Commercial Division, AFS-800.

*Original signed by: John M. Allen*  
for James J. Ballough  
Director, Flight Standards Service

# TABLE OF CONTENTS

## CHAPTER 1. GENERAL INFORMATION

### SECTION 1. GENERAL

1-1.	Purpose .....	1-1
1-2.	Distribution .....	1-1
1-3.	Definitions .....	1-1
1-4.	Handbook Format .....	1-1
1-5. thru 1-6.	Reserved .....	1-1

### SECTION 2. PROGRAM STRUCTURE

1-7.	Objective .....	1-2
1-8.	Examiner Privileges .....	1-2
1-9.	Types of Designation .....	1-2
1-10.	Designation Outside the U.S. ....	1-2
1-11.	Examiner Currency .....	1-2
1-12.	Aviation Safety Program Support .....	1-2
1-13. thru 1-16.	Reserved .....	1-2

### SECTION 3. PROGRAM ADMINISTRATION

1-17.	Supervision .....	1-3
1-18.	Designation Numbering .....	1-3
1-19.	Examiner Records .....	1-3
1-20.	Delegation/Rescission of an Examiner Authorization .....	1-3
1-21.	Termination .....	1-4

## CHAPTER 2. ACCOMPLISH INITIAL DESIGNATION FOR SPORT PILOT EXAMINERS

### SECTION 1. BACKGROUND

2-1.	Objective .....	2-1
2-2.	General .....	2-1
2-3.	Eligibility and Experience Requirements .....	2-2
2-4.	Evaluation of Competency .....	2-4
2-5.	Exceptions .....	2-4
2-6.	Practical Test .....	2-4
2-7.	Additional Category Designations .....	2-4

2-8. Examiner Letters of Authorization (LOAs) ..... 2-5

2-9. thru 2-10. Reserved ..... 2-5

**SECTION 2. PROCEDURES**

2-11. Prerequisites and Coordination Requirements ..... 2-5

2-12. References, Forms, and Job Aids ..... 2-5

2-13. Procedures ..... 2-5

2-14. Task Outcomes ..... 2-7

2-15. Future Activities ..... 2-7

**CHAPTER 3. ACHIEVE RENEWAL/REINSTATEMENT**

**SECTION 1. BACKGROUND**

3-1. Objective ..... 3-1

3-2. General ..... 3-1

3-3. Renewal Criteria ..... 3-2

3-4. Activity Required for Renewal ..... 3-2

3-5. Reissuance of Letters of Authorization (LOAs)..... 3-2

3-6. Designated Pilot Examiners..... 3-2

3-7. Practical Test for Renewal..... 3-2

3-8. Nonrenewal..... 3-2

3-9. Reinstatement ..... 3-2

3-10. thru 3-12. Reserved ..... 3-3

**SECTION 2. PROCEDURES**

3-13. Prerequisites and Coordination Requirements ..... 3-3

3-14. References, Forms, and Job Aids..... 3-3

3-15. Procedures ..... 3-3

3-16. Task Outcomes ..... 3-3

3-17. Future Activities ..... 3-4

Figure 3-1. Sample of a Renewal Letter ..... 3-5

**CHAPTER 4. COMPLETE INSPECTION REQUIREMENTS**

**SECTION 1. BACKGROUND**

4-1. Objective ..... 4-1

4-2. General ..... 4-1

4-3. Method of Evaluation ..... 4-1  
 4-4. Testing Procedures ..... 4-1  
 4-5. thru 4-6. Reserved ..... 4-1

**SECTION 2. PROCEDURES**

4-7. Prerequisites and Coordination Requirements ..... 4-2  
 4-8. References, Forms, and Job Aids ..... 4-2  
 4-9. Procedures ..... 4-2  
 4-10. Task Outcomes ..... 4-2  
 4-11. Future Activities ..... 4-2

**CHAPTER 5. CONDUCT PRACTICAL TEST/CERTIFICATION FUNCTIONS**

**SECTION 1. BACKGROUND**

5-1. Objective ..... 5-1  
 5-2. General ..... 5-1  
 5-3. Testing Applicants Trained By the Examiner ..... 5-1  
 5-4. Examiner Limitations..... 5-1  
 5-5. Status of Examiners During Practical Tests..... 5-2  
 5-6. Aircraft Used for Practical Tests ..... 5-2  
 5-7. Aircraft Equipment ..... 5-3  
 5-8. Practical Test Structure..... 5-3  
 5-9. Practical Test Discontinuance..... 5-4  
 5-10. Repeating Maneuvers on Practical Tests ..... 5-4  
 5-11. Practical Test Briefings ..... 5-4  
 5-12. Retest in Event of Failure ..... 5-5  
 5-13. Accidents and Incidents During Practical Tests..... 5-5  
 5-14. Practical Test Standards..... 5-5  
 5-15. Prerequisites for Practical Tests..... 5-5  
 5-16. Verification of an Applicant’s Identity ..... 5-6  
 5-17. Illegal Substance Conviction ..... 5-7  
 5-18. Completion of FAA Form 8710-11, Airman Certificate and/or Rating  
 Application – Sport Pilot ..... 5-7  
 5-19. Preparation of the Certification File ..... 5-9  
 5-20. Review of an Examiner’s Decision..... 5-9  
 5-21. Issuance of FAA Form 8060-4, Temporary Airman Certificate  
 (Not using IACRA)..... 5-9

5-22.	Issuance of FAA Form 8060-5, Notice of Disapproval of Application (Not using IACRA).....	5-10
5-23.	Blue Seal Certificates .....	5-10
5-24.	Logging of Flight as an Examiner.....	5-10
5-25. thru 5-26.	Reserved .....	5-10

## **SECTION 2. PROCEDURES**

5-27.	Prerequisites and Coordination Requirements .....	5-10
5-28.	References, Forms, and Job Aids.....	5-11
5-29	Procedures .....	5-11
5-30	Task Outcomes .....	5-14
5-31.	Future Activities .....	5-14
Figure 5-1.	Examiner Test Guide .....	5-15
Figure 5-2.	Sample Letter of Discontinuance.....	5-21
Figure 5-3.	Sample of Computer Airman Knowledge Test Report .....	5-22
Figure 5-4.	Sample of FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot (Front Side).....	5-23
Figure 5-4A.	Sample of FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot (Reverse Side).....	5-24
Figure 5-5.	Sample of FAA 8060-4, Temporary Airman Certificate.....	5-25
Figure 5-6.	Sample of FAA 8060-5, Notice of Disapproval of Application.....	5-26

## **CHAPTER 6. ISSUE A STUDENT PILOT CERTIFICATE**

### **SECTION 1. BACKGROUND**

6-1.	Objective .....	6-1
6-2.	General .....	6-1
6-3.	Nonrenewable .....	6-1
6-4.	Additional Aircraft Endorsements .....	6-1
6-5. thru 6-9.	Reserved .....	6-1

### **SECTION 2. PROCEDURES**

6-10.	Prerequisites and Coordination Requirements .....	6-1
6-11.	References, Forms, and Job Aids.....	6-1
6-12.	Procedures .....	6-2
6-13.	Task Outcomes .....	6-3
6-14.	Future Activities .....	6-3
Figure 6-1.	Sample of FAA Form 8420-2, Medical Certificate ____ Class and Student Pilot Certificate.....	6-5

Figure 6-2. Sample of FAA Form 8710-2, Student Pilot Certificate (Front Side)..... 6-7  
 Figure 6-2A. Sample of FAA Form 8710-2, Student Pilot Certificate (Reverse Side)..... 6-8

**CHAPTER 7. CONDUCT A SPORT PILOT CERTIFICATION**

**SECTION 1. BACKGROUND**

7-1. Objective ..... 7-1  
 7-2. General ..... 7-1  
 7-3. thru 7-7. Reserved ..... 7-1

**SECTION 2. PROCEDURES**

7-8. Prerequisites and Coordination Requirements ..... 7-2  
 7-9. References, Forms, and Job Aids ..... 7-2  
 7-10. Procedures ..... 7-2  
 7-11. Task Outcomes ..... 7-4  
 7-12. Future Activities ..... 7-4

**CHAPTER 8. CONDUCT A PRIVATE PILOT CERTIFICATION FOR WEIGHT SHIFT CONTROL AND POWERED PARACHUTE, INCLUDING ADDITIONAL CATEGORY/CLASS RATINGS AT THE PRIVATE PILOT CERTIFICATION LEVEL**

**SECTION 1. BACKGROUND**

8-1. Objective ..... 8-1  
 8-2. General ..... 8-1  
 8-3. Eligibility Requirements ..... 8-1  
 8-4. Limitations ..... 8-2  
 8-5. Categories and Classes ..... 8-2  
 8-6. thru 8-9. Reserved ..... 8-2

**SECTION 2. PROCEDURES**

8-10. Prerequisites and Coordination Requirements ..... 8-3  
 8-11. References, Forms, and Job Aids ..... 8-3  
 8-12. Procedures ..... 8-3  
 8-13. Task Outcomes ..... 8-5  
 8-14. Future Activities ..... 8-5



## **CHAPTER 9. CONDUCT A FLIGHT INSTRUCTOR WITH A SPORT PILOT RATING PRACTICAL TEST FOR AN INITIAL, RENEWAL, OR REINSTATEMENT**

### **SECTION 1. BACKGROUND**

9-1.	Objective .....	9-1
9-2.	General .....	9-1
9-3.	General Procedures for Initial Certification.....	9-1
9-4.	General Procedures for Renewal or Reinstatement.....	9-2
9-5.	Denial of Renewal or Reinstatement.....	9-3
9-6.	Gold Seal Flight Instructor Certificates .....	9-3
9-7.	Category and Class Privileges for a Flight Instructor Certificate With a Sport Pilot Rating .....	9-4
9-8.	Limitations.....	9-4
9-9. thru 9-13.	Reserved .....	9-4

### **SECTION 2. PROCEDURES**

9-14.	Prerequisites and Coordination Requirements .....	9-4
9-15.	References, Forms, and Job Aids.....	9-4
9-16.	Procedures .....	9-5
9-17.	Task Outcomes .....	9-7
9-18.	Future Activities .....	9-7
Figure 9-1.	Sample of a Gold Seal Flight Instructor Certificate with a Sport Pilot Rating.....	9-9

## CHAPTER 1. GENERAL INFORMATION

### SECTION 1. GENERAL

**1-1. PURPOSE.** This order provides information, guidance, and direction for Sport Pilot Examiners (SPEs)/Sport Pilot Flight Instructor Examiners (SFIEs) in accordance with Title 14 of the Code of Federal Regulations (14 CFR) part 61. When an existing designated pilot examiner (DPE) wants to add sport pilot as an additional designation, he or she should contact his or her supervising Flight Standards District Office (FSDO). The FSDO will notify the Light Sport Aviation Branch (AFS-610) that the pilot examiner has been authorized to conduct the sport pilot practical test.

**1-2. DISTRIBUTION.** This order is distributed to the division level in the Flight Standards Service and regional Flight Standards Divisions; to all Flight Standards District Offices (FSDOs) and International Field Offices (IFOs); and to all addressees on special mailing list ZVS-871.

#### 1-3. DEFINITIONS.

**a. Examiner Program.** The examiner program provides prompt practical testing to applicants applying for sport pilot certificates. The examiner program is administered from AFS-610 in Oklahoma City, Oklahoma. The examiner program encompasses the examiner application and the qualification process in conjunction with the Light Sport Standardization Board (LSSB).

**b. Sport Pilot Examiner (SPE).** An SPE is a designated representative of the Administrator who is authorized by Title 49 of the United States Code (49 U.S.C.) section 44702 to perform the tasks described in 14 CFR part 183, section 183.23.

**c. Sport Pilot Flight Instructor Examiner (SFIE).** An SFIE is a Sport Pilot Examiner who is authorized to conduct a flight instructor with a sport pilot rating practical test.

**d. High Activity Examiner.** A high activity examiner is an examiner who conducts at least 50 practical tests in a given quarter.

**e. Letter of Authorization.** A letter of authorization is issued from AFS-610 stating what practical tests for each category/class an examiner is authorized to administer.

**f. Set of Aircraft.** Aircraft that share similar performance characteristics (e.g., similar airspeed and altitude operating envelopes, similar handling characteristics, and the same number and type of propulsion systems).

**g. U.S. Driver's License.** Is a current and valid driver's license issued by a State, the District of Columbia, or territory or possession of the United States (U.S.).

**h. Airmen Medical Certificate.** Is a valid certificate issued under 14 CFR part 67.

**1-4. HANDBOOK FORMAT.** This handbook contains both directive and guidance information.

**a. Directive Information.** The directive information contained in this handbook is mandatory. Directive information uses terms such as "shall" and "must," and indicates actions that are imperative. The terms "shall not" or "must not" signify actions that are prohibited. These terms allow the examiner no flexibility or discretionary latitude. The examiner shall follow directive guidance unless AFS-610/designating FSDO approves the deviation.

**b. Guidance Information.** Guidance information contains terms such as "should," "may," or "need not." These terms indicate actions that are permissible but are not mandatory. Guidance information allows the examiner flexibility.

**c. Chapter Content.** Chapter 1 in this handbook contains introductory, general, and administrative information. Each succeeding chapter is divided into two sections, background and procedures.

(1) Section 1 (background) contains general information and current policy regarding the task that the chapter addresses.

(2) Section 2 (procedures) contains prerequisites, references, forms, figures, and an outline of the steps that should be taken by the examiner to perform the task.

**1-5. thru 1-6. RESERVED**

## SECTION 2. PROGRAM STRUCTURE

**1-7. OBJECTIVE.** The sport pilot program provides prompt practical testing to applicants for examiner certificates. The Federal Aviation Administration (FAA) designates examiners to provide this service.

**a. Authority to Designate.** The FAA designates examiners under the authority of 49 U.S.C. § 44702, as implemented by 14 CFR § 183.23. Designated examiners are not employees of the FAA. Designees serve without pay from the Government but may charge applicants reasonable fees for the examiner's time in conducting practical tests and completing the attendant reports.

**b. Need for Service.** AFS-610 is responsible for ensuring that an adequate number of examiners are designated to serve the public. The demand for practical tests at various locations determines if the designation of an examiner is justified. Examiners are authorized to conduct practical tests without regard to FSDO or regional boundaries.

**c. Use of the Integrated Airman Certification and/or Rating Application (IACRA).** All examiners should use the IACRA for airmen certification.

**1-8. EXAMINER PRIVILEGES.** An examiner is authorized to perform the following certification actions and responsibilities.

**a. Certification Practical Tests.** An examiner accepts applications and conducts practical tests leading to the:

- (1) issuance of a sport pilot certificate, or;
- (2) a flight instructor certificate with a sport pilot rating, or;
- (3) a private pilot powered parachute or weight shift control appropriate to the letter of authorization held by the examiner.

**b. FAA Form 8060-4, Temporary Airman Certificate.** An examiner issues FAA Form 8060-4 to an applicant after the examiner tests the applicant and finds the applicant is qualified for a certificate.

**c. FAA Form 8060-5, Notice of Disapproval of Application.** An examiner issues FAA Form 8060-5 to an applicant after the examiner tests the applicant and

finds the applicant does NOT meet the Sport Pilot Practical Test Standards.

**d. Letter of Discontinuance.** An examiner issues a letter of discontinuance when a practical test is terminated for reasons other than unsatisfactory performance. These reasons are inclement weather, the applicant or examiner becoming incapacitated during the practical test, aircraft mechanical difficulties after the test has begun, or other unforeseen situations.

**e. Fees.** An examiner may charge each applicant a reasonable fee for services. The examiner ensures that the applicant understands the amount of the fee for a practical test or a retest, as appropriate. The applicant should understand this information before the examiner accepts an application.

**1-9. TYPES OF DESIGNATION.** Examiners may perform testing only in aircraft that meet the definition of light sport aircraft. An examiner may issue a sport pilot certificate, flight instructor certificate with a sport pilot rating, or a private pilot certificate with powered parachute and/or weight shift control ratings. AFS-610 will authorize which functions an examiner can conduct.

**1-10. DESIGNATION OUTSIDE THE U.S.** An examiner may be designated to serve outside the U.S., provided the examiner serves U.S. citizens abroad or operators of U.S.-registered light sport aircraft, and the activities must be supervised by AFS-610. An examiner who is designated to serve outside the U.S. or the U.S. possessions need not be a U.S. citizen.

**1-11. EXAMINER CURRENCY.** Examiners must maintain pilot currency and flight proficiency in accordance with 14 CFR part 61, section 61.56 and 14 CFR part 61, section 61.57. Additionally, examiners must maintain a current FAA Flight Instructor Certificate and a valid U.S. driver's license or an airman medical certificate, if acting as PIC.

**1-12. AVIATION SAFETY PROGRAM SUPPORT.** The FAA strongly encourages examiners to attend and take part in FAA Aviation Safety Program seminars and events. The FAA values the participation of examiner as counselors in the Aviation Safety Program and urges all examiner to support the FAA Aviation Safety Program activities.

**1-13. thru 1-16. RESERVED**

### SECTION 3. PROGRAM ADMINISTRATION

**1-17. SUPERVISION.** The FAA's General Aviation and Commercial Division (AFS-800) develops national policy regarding examiner and the overall supervision and evaluation of the examiner program.

**a. AFS-610.** An examiner operates under the direct supervision of AFS-610. AFS-610 issues and maintains the examiner's certificate of authority and a letter of authorization for all aircraft.

(1) Examiners are required to attend one Recurrent Sport Pilot Examiner Standardization Seminar (hereafter referred to as the Recurrent Seminar) every year to review problem areas, performance standards, and procedures. Attendance at this annual Recurrent Seminar is mandatory and must be documented.

(2) All inquiries concerning policy and procedures from examiners must be directed to AFS-610.

(3) The FAA welcomes the opportunity to discuss procedures and standards with examiners. An FAA Aviation Safety Inspector (ASI) qualified in light sport aircraft will fly with examiners on request to resolve questions on techniques, procedures, and standards. Examiners should take the opportunity to forge a strong working relationship with the FAA and remain knowledgeable of new developments or changes.

**b. Review of Applicants.** Any applicant recommended by an examiner for a certificate or rating may be requested to appear for a recheck by an ASI before a permanent airman certificate is issued to the airman. ASIs will avoid requiring an arbitrary recheck or an inordinate number of rechecks because of the economic hardship placed on applicants. Rechecks will be requested only on the basis of facts that clearly support the need for the recheck.

**c. Examiner Recheck.** If the performance of a pilot who has been certificated by an examiner is found unsatisfactory because of an accident, incident, or other significant event; or, if other evidence reveals a deficient performance by an examiner, a flight check of that examiner may be required by an ASI.

**1-18. DESIGNATION NUMBERING.** AFS-610 will provide a system of designation numbers that will be used to identify examiners.

**1-19. EXAMINER RECORDS.** AFS-610 maintains the following for each examiner.

**a. Electronic File.** The following data may be maintained in an electronic file:

(1) records of satisfactory completion (or failure to accomplish satisfactory completion) of the Initial Sport Pilot Examiner Standardization Seminar (hereafter referred to as the Initial Seminar);

(2) a record of attendance at the annual recurrent seminar meeting;

(3) records of examiner surveillance/inspections;

**b. Paper Copies.** The following records will be kept in paper copies:

(1) a copy of the examiner's FAA Form 8000-5, Certificate of Designation;

(2) copies of AC Form 8060-31, Airmen Records Correction Notice, received by AFS-610 for the examiner for the most recent 12-month period;

(3) copies of the examiner's pilot certificate, valid U.S. driver's license or U.S. airmen medical certificate, and or flight instructor certificate or a current computer printout verifying that data, and if held, copies of pilot and flight instructor certificates;

(4) copies of the examiner's initial FAA Form 8710-12, Light-Sport Standardization Board - Designated Pilot Examiner Candidate Application, (available at: <http://afs600.faa.gov>) and the examiner's most recent letter of request for renewal; and

(5) copies of all correspondence from the public regarding the examiner.

**c. Sport Pilot Examiner Access to File.** Upon request, an examiner may review his or her file that is maintained by AFS-610.

**1-20. DELEGATION/RESCISSION OF AN EXAMINER AUTHORIZATION.** The Administrator is empowered by 49 U.S.C. section 44702 to delegate to

private persons any function relating to the examination, inspection, and testing of airman applicants, subject to any regulation, supervision, and review which the Administrator may prescribe. Under this section and FAA directives, the Administrator may rescind any such delegation at any time for any reason deemed appropriate. Also, the Administrator may determine that such a delegation should not be renewed for any reason deemed appropriate.

**a. Proposed Termination or Non-renewal.**

AFS-610 must give the examiner an opportunity to respond to any proposed action effecting that examiner's designation or authority. The provisions of 14 CFR sections 183.15(b) and 183.15(d) contain the general conditions under which designations are terminated.

**b. Notification.** The examiner must be notified in writing of the reason(s) for any proposed action. The notification must cite any applicable regulations and/or handbook guidance. When the reasons are supported by examples of unacceptable conduct, those examples must be clearly stated. The reasons cited may be supported by documented surveillance or the results of other investigations; however, supporting documents must not be included with the notification to the examiner.

**c. Option to Respond.** The written notification must give the examiner the option to respond in writing or in person. If responding in person, the examiner may elect to be accompanied by counsel. A record must be made of any meeting held.

(1) The record of any meeting with the examiner may be in the form of notes taken by a secretary during the meeting, a summary written by the AFS-610 staff after the meeting, or another method.

(2) AFS-610 must send a copy of the record to the examiner. The examiner may submit comments or propose corrections to the record.

**d. AFS-610 Manager's Decision.** A decision from AFS-610's manager on any action effecting that examiner's designation and/or authority must be given to the examiner in writing. The written notification to the examiner must indicate the reasons for the action. The examiner may request a review of the matter by the Regulatory Support Division (AFS-600) manager. If the examiner wishes to have the AFS-600 manager review the matter, that request must be in writing or in person within 10 days after the AFS-610 manager's decision.

**e. AFS-600 Division Manager's Decision.** The examiner will be notified of the AFS-600 manager's decision and the reasons for that decision.

**1-21. TERMINATION.** Termination of an examiner's designation for reasons other than insufficient need for the examiner's services or the examiner's inability to meet medical standards will be initiated when other means of ensuring the examiner's conformance to standards are unsuccessful, not feasible, or inappropriate.

**a. Reasons for Termination.** The Administrator may terminate the designation for any of the following reasons:

- (1) upon the written request of the examiner;
- (2) when there is no longer a need for the examiner's services;
- (3) upon a finding by the Administrator that the examiner has not properly performed the examiner's duties; or
- (4) for any reason the Administrator considers appropriate.

**b. Examples.** The following are some examples of not properly performing an examiner's duties:

- (1) unsatisfactory performance in any phase of examiner duties or responsibilities, including the inability to accept or carry out the AFS-610's instructions;
- (2) any actions by the examiner that may reflect discredit on the FAA, such as misuse of the designation or failure to maintain a reputation for integrity and dependability in the industry and the community;
- (3) inability of the examiner to work harmoniously with AFS-610 personnel or the public;
- (4) evidence that the examiner's general and/or professional qualifications and requirements, including the continued ability to meet the medical requirements for the designation held, were not met at the time of the original designation or at any time thereafter;
- (5) an examiner's inability to demonstrate satisfactory performance during a knowledge and/or skill

evaluation or during an Initial Seminar or an annual Recurrent Seminar, or;

(6) an examiner's failure to maintain, or inability to demonstrate, qualifications for any certificate, rating, or examiner designation held.

**c. Documentation.** Deficiencies in an examiner's performance must be documented by AFS-610. The examiner must be notified of any deficiencies and given an opportunity to correct those deficiencies. The examiner must be advised by AFS-610 that continued poor

performance constitutes grounds for termination of the examiner's designation.

**d. Notice to Cease Testing.** If the Administrator determines the examiner's actions are unsatisfactory, AFS-610 must issue a written notice directing the examiner to cease all testing activities immediately.

**e. Voluntary Surrender.** If an examiner desires to voluntarily surrender his or her designation, the examiner must do so in writing to AFS-610. The examiner may retain the FAA Form 8000-5.

## CHAPTER 2. ACCOMPLISH INITIAL DESIGNATION FOR SPORT PILOT EXAMINERS

### SECTION 1. BACKGROUND

**2-1. OBJECTIVE.** The objective of this task is to determine if a person meets the qualifications for designation as a Sport Pilot Examiner (SPE)/Sport Pilot Flight Instructor Examiner (SFIE) and, if selected as an examiner candidate by the Light Sport Aviation Branch (AFS-610), completes the procedures required for initial designation. Successful completion of this task results in designation as an examiner.

**2-2. GENERAL.** Examiner candidates for designation as an examiner must be technically qualified and must hold all pertinent category ratings or privileges for each aircraft for which designation is sought. Any required flight instructor certificate must be kept current for the duration of the designation. An examiner's authorizations will be issued on the basis of category of light sport aircraft.

**a. General Criteria.** In addition to meeting the preceding technical qualifications, an examiner candidate must:

- (1) Be at least 21 years old.
- (2) Have a good record as a pilot and flight instructor in regards to accidents, incidents, and violations; a candidate who has had his or her pilot certificate revoked for falsification or forgery is ineligible. Under unusual circumstances, the manager of the Regulatory Support Division (AFS-600) may grant a waiver.
- (3) Have a reputation for integrity and dependability in the industry and the community.
- (4) Have a history of cooperation with the Federal Aviation Administration (FAA).
- (5) Be serving as a flight instructor in light sport aircraft.
- (6) Meet all eligibility and experience requirements for the specific designation sought.

(a) An examiner must have logged at least 5 hours of flight time in a make and model of light sport aircraft within the same set of aircraft in which he or she desires to conduct tests.

(b) Glider examiners must show experience and demonstrate skill in aerotow, ground-tow, and self-launch procedures or his or her examining activity will be limited to the launch privileges authorized.

(c) To meet the flight time requirements for designation, examiners with balloon designations may have flight time in gas balloons, hot air balloons, or a combination of the two. If the examiner is restricted to balloons with airborne heater or gas balloons only, he or she may only conduct practical tests in that kind of balloon (e.g., hot air or gas balloon).

(d) An examiner is not required to be a U.S. Citizen.

**b. Sport Pilot Examiner Applications.** Examiner candidates must send a completed FAA Form 8710-12, Light-Sport Standardization Board - Designated Pilot Examiner Candidate Application, which is available at: <http://afs600.faa.gov>, and other required supplemental documents to the Light Sport Standardization Board (LSSB). The LSSB accepts and evaluates applications from persons applying for initial designation as an examiner under the provisions of this order. The LSSB will advise the examiner candidate, by letter, whether or not the candidate meets the criteria for the designation sought. If the examiner candidate does not meet the appropriate criteria, the LSSB will advise him or her how the deficiency may be corrected. The examiner candidate must retain a copy of all documents submitted to the LSSB for the examiner candidate's personal records.

(1) The LSSB applies the general qualification requirements, technical requirements, and experience criteria detailed in this order to determine whether candidates meet FAA requirements for the initial designation sought.

(2) The LSSB in coordination with the manager of AFS-610 may approve an examiner candidate who does not meet all of the qualification requirements of this order for assignment to the examiner registry pool.

**c. Initial Screening and Knowledge Test.** If the candidate meets the appropriate criteria, the LSSB will advise the examiner candidate, in writing, that the application has been accepted and the candidate is eligible to take the predesignation knowledge test. The cost of the predesignation test is borne by the examiner candidate. The examiner candidate must forward the test results (original with raised seal) to the LSSB within 10 days of the date of the test. The examiner candidate must retain a copy of the predesignation knowledge test report for his or her personal records. The examiner candidate must get a grade of 80 percent or higher on the predesignation knowledge test to continue the application process.

**d. The LSSB.** The LSSB maintains a candidate pool that contains the application files of examiner candidates who meet the requirements for the designation sought. Examiner candidates who are approved for assignment to the examiner candidate pool will have his or her approved applications retained for a period of 24-calendar months or until the candidate is selected. After 24-calendar months, examiner candidates not selected for designation will be removed from the examiner candidate pool and must repeat the application process in order to apply for reassignment to the examiner candidate pool.

(1) An examiner candidate who is not approved for assignment to the examiner candidate pool may request a review of the LSSB's decision by the manager of the Regulatory Support Division (AFS-600).

(2) The LSSB will have at least a total of four representatives from AFS-600, or AFS-700 who will be assigned to serve on the LSSB to evaluate pilot designee applications. At least four representatives MUST be present in order to rate pilot designee applications for assignment to the LSSB candidate pool. Of the four representatives required to be present, at least two ASI (Operations) members must be present for pilot designee applications.

**e. Practical Test.** Each examiner candidate considered for designation by AFS-610 must pass a practical evaluation by an ASI before an initial designation is issued. The practical evaluation assists the

FAA to determine if the examiner candidate is competent to apply current practical test procedures and performance standards.

**f. Training.** Each examiner candidate must successfully complete an Initial Sport Pilot Examiner Standardization Seminar (hereafter referred to as an Initial Seminar) conducted by AFS-610.

(1) Examiners must be instructed in procedures relating to all levels of pilot/flight instructor certification that are pertinent to examiner designation.

(2) If an examiner candidate fails to successfully complete the Initial Seminar, he or she will not be reconsidered for designation as an examiner for at least 12-calendar months thereafter.

(3) A former ASI must complete the same application procedures, training, and evaluations as is required for all other examiner candidates.

**g. Existing Designated Pilot Examiners (DPEs) Designated Under the Latest Revision of FAA Order 8710.3, Designated Pilot Examiner's Handbook.** An applicant who is already a pilot examiner shall contact his or her designating FSDO to have SPE/SFIE added to his or her authority. Prior to designating the SPE/SFIE, the FSDO should coordinate with AFS-610 for support. The designating FSDO shall send AFS-610 a letter listing all DPEs who have light sport pilot authorizations. This letter shall include the following information:

- (1) DPE's name, address, phone number(s),
- (2) DPE's certification number,
- (3) type of designation examiner,
- (4) category and class of aircraft authorized to administer practical test(s),
- (5) the primary area the DPE will administer practical test(s),
- (6) any other area(s) the DPE can provide service.

**2-3. ELIGIBILITY AND EXPERIENCE REQUIREMENTS.** To be eligible for selection and designation as an examiner, an examiner candidate must



meet the following requirements appropriate to the specific designation sought.

**a. Sport Pilot Examiner-Airplane.** The examiner candidate must meet the following requirements:

(1) a sport pilot certificate with airplane privileges or private pilot certificate or higher with an airplane single-engine land (SEL) category/class rating, recreational pilot certificate with an airplane single-engine land (SEL) category/class rating, and met the requirements of 14 CFR part 61, section 61.101(c).

(2) a valid flight instructor certificate with a airplane single-engine privilege or rating.

(3) 500 hours as pilot in command (PIC) in aircraft, which includes at least 250 hours in light sport airplanes, of which 50 hours in light sport airplanes accrued within the past year;

(4) 200 hours as flight instructor in aircraft, which includes at least 100 hours flight instruction given in light sport airplanes.

**b. Sport Pilot Examiner-Gyroplane.** The examiner candidate must meet the following requirements:

(1) a sport pilot certificate with a gyroplane privileges or private pilot certificate or higher with a rotorcraft-gyroplane rating, or a recreational pilot certificate with a rotorcraft-gyroplane rating and met the requirements of section 61.101(c).

(2) a valid flight instructor certificate with a gyroplane privilege, or rating.

(3) 500 hours as PIC in aircraft, which includes at least 250 hours in gyroplanes, of which 50 hours is accrued within the past year;

(4) 200 hours as flight instructor in aircraft, which includes at least 200 hours of instruction given in gyroplanes.

**c. Sport Pilot Examiner-Glider.** The examiner candidate must meet the following requirements:

(1) a sport pilot certificate with glider privileges or private pilot certificate or higher with a glider category rating.

(2) a valid flight instructor certificate with a glider privilege or rating.

(3) 250 hours as PIC in aircraft, which includes at least 100 hours in gliders, of which 10 hours and 10 flights were accrued within the past year;

(4) 100 hours as flight instructor in aircraft, which includes at least 50 hours of instruction given in gliders.

**d. Sport Pilot Examiner-Balloon.** The examiner candidate must meet the following requirements:

(1) a sport pilot certificate with balloon privileges or private pilot certificate or higher with a lighter-than-air category rating and a balloon class rating;

(2) a flight instructor certificate with a balloon privileges or a commercial pilot certificate with a lighter-than-air category rating and a balloon class rating;

(3) 200 hours as PIC in aircraft, which includes at least 100 hours in balloons, of which 20 hours and 10 flights that were of at least 30 minutes duration each flight, were accrued within the past year;

(4) 50 hours as flight instructor in balloons, which includes at least 10 hours of instruction given in the last year.

**e. Sport Pilot Examiner-Weight Shift Control.** The examiner candidate must meet the following requirements:

(1) a sport pilot certificate with a weight shift control privileges or private pilot certificate with a weight shift control rating.

(2) a flight instructor certificate with weight shift control privileges.

(3) 500 hours as PIC in aircraft, which includes at least 250 hours in weight shift control, of which 50 hours in weight shift control accrued within the past year;

(4) 200 hours as flight instructor in aircraft, which includes at least 100 hours flight instruction given in weight shift control.

**f. Sport Pilot Examiner Powered Parachute.**

The examiner candidate must meet the following requirements:

- (1) a sport pilot certificate with powered parachute privileges or private pilot certificate with a powered parachute rating.
- (2) a flight instructor certificate with powered parachute privileges.
- (3) 250 hours as PIC in aircraft, which includes at least 100 hours in a powered parachute, of which 25 hours in a powered parachute were accrued within the past year;
- (4) 100 hours as flight instructor in aircraft, which includes at least 50 hours flight instruction given in powered parachute.

**g. Sport Pilot Examiner-Airship.** The examiner candidate must meet the following requirements:

- (1) a sport pilot certificate with airship privileges or a private pilot certificate or higher with a lighter-than-air category rating and airship class rating.
- (2) a valid flight instructor certificate with airship privileges, or rating.
- (3) 200 hours as PIC in aircraft, which includes at least 100 hours in airships, of which 20 hours were accrued within the past year;
- (4) 100 hours as flight instructor in airships.

**2-4. EVALUATION OF COMPETENCY.** An evaluation of competency as a sport pilot examiner and a letter of authorization (LOA) for category of light sport aircraft are required for initial authorization to conduct practical tests in these aircraft.

**2-5. EXCEPTIONS.** A recommendation for the designation of an examiner candidate who does not meet all of the appropriate requirements may be accepted and will be forwarded to the LSSB for consideration. The recommendation must include a statement of all special circumstances affecting the designation. The LSSB's approval is required before any commitment is made or an authorization issued.

**2-6. PRACTICAL TEST.** The practical test for initial examiner designations or issuance of additional designations must be conducted in accordance with the Sport Pilot Practical Test Standards (PTS). A complete pretest, preflight, and postflight briefing must be completed for any practical test.

**a. Practical Test Roles.** Where the ASI plays the role of an applicant during a simulated practical test, the simulated practical test will be appropriate to the type of designation that the examiner candidate is seeking.

- (1) The ASI will evaluate the examiner candidate's plan of action for completeness and efficiency.
- (2) The ASI will play the role of an applicant for an oral portion of the practical test. If the ASI answers a question incorrectly to test whether the examiner candidate recognizes an incorrect answer, the incorrect response must be obviously wrong.
- (3) The ASI will test the examiner candidate on selected maneuvers in order to assess the candidate's flight proficiency and ability to evaluate an applicant in accordance to the sport pilot PTS.

**b. Scheduling.** Since an examiner candidate's hours may be incompatible with the FAA's normal duty hours, the ASI will make every effort to be flexible when scheduling tests with examiner candidates.

**2-7. ADDITIONAL CATEGORY DESIGNATIONS.** The examiner must hold a pilot certificate, without limitation appropriate to the additional designation sought. Additionally, the examiner must meet the appropriate flight experience required for initial designation of the sport pilot examining authority desired.

**a. Requirements.** Each additional designation requires a demonstration of competency appropriate to the aircraft designation sought.

- (1) When a designation is added, the examiner will be issued a new FAA Form 8430-9, Certificate of Authority, showing all designations held. The examiner's current designation number will be used.
- (2) At the time a new designation is added, the examiner's existing designation(s) may be renewed.

**b. Test Criteria for Additional Category Designations.** Although all required maneuvers and procedures from the appropriate PTS must be tested for an initial designation, testing on the same maneuvers and procedures for an additional designation does not need to be repeated if the new designation is to be added within 12 months of the initial evaluation.

**c. Time Limitations on Additional Designations.** If 12 months or more have elapsed since the examiner candidate was evaluated for a category designation, he or she must be tested on all maneuvers and procedures appropriate to the sport pilot examining

authority desired in order to qualify for the additional designation.

**2-8. EXAMINER LETTERS OF AUTHORIZATION (LOAs).** An examiner who is authorized to conduct practical tests in light sport aircraft will have each category of aircraft listed on his or her LOA. The LOA is valid only as long as the examiner's FAA Form 8430-9 is current and expires when the examiner's designation expires.

**2-9. thru 2-10. RESERVED**

## SECTION 2. PROCEDURES

### 2-11. PREREQUISITES AND COORDINATION REQUIREMENTS.

**a. Prerequisites.** This task requires knowledge of the regulations, the ability to apply current FAA policies and procedures, the aeronautical knowledge required by Title 14 of the Code of Federal Regulations (14 CFR) part 61 for the sport pilot certificate, and the technical qualifications and experience/eligibility requirements stated in section 1 of this chapter for the specific designation sought.

**b. Coordination.** This task will require coordination with an ASI and may require coordination with the examiner candidate.

### 2-12. REFERENCES, FORMS, AND JOB AIDS.

**a. References.**

- (1) 14 CFR parts 1, 61, 91, and 183.
- (2) Sport Pilot PTS/Private Pilot WSC/PPC PTS.
- (3) Pertinent advisory circulars.
- (4) FAA-H-8083-9, FAA Aviation Instructor's Handbook.

**b. Forms.**

- (1) FAA Form 8710-12, Light-Sport Standardization Board – Designated Pilot Examiner Candidate Application.

(2) FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot.

(3) FAA Form 8430-9, Certificate of Authority.

(4) FAA Form 8000-5, Certificate of Designation.

(5) FAA Form 8060-4, Temporary Airman Certificate.

(6) FAA Form 8060-5, Notice of Disapproval of Application.

**c. Job Aids.**

- Sample figures.

**2-13. PROCEDURES.** Accomplish the following steps.

**a. Obtain and Complete Forms.** FAA Form 8710-12 is available on the AFS-600 website <http://afs600.faa.gov>. Also, complete FAA Form 8710-11 and attach a copy (front and back) of all applicable pilot, flight instructor, airman medical certificate, or valid U.S. driver's license to this application, as well as any waiver authorizations or recommendations from any industry organizations you may have.

**b. Forward Form and Attachments.** After completing FAA Form 8710-12, forward it and all attachments to: FAA, Light Sport Aviation Branch (AFS-610), ATTN: Light Sport Standardization Board; P.O. Box 25082; Oklahoma City, OK 73125.

**c. Complete Predesignation Knowledge**

**Testing.** The examiner candidate will be advised to take the Predesignation examiner Knowledge Test for the appropriate category of aircraft at any FAA computerized testing center when he or she meets the requirements for designation. **Do not take the predesignation test until receiving a letter of acceptance from the LSSB.** Retain a copy of the Predesignation Knowledge Test Report.

**d. Schedule to Attend an Initial Seminar.** When notified by the LSSB of selection, the examiner candidate will schedule to attend the Initial Seminar. The practical test for the Sport Pilot Certified Flight Instructor (CFI) certificate or logbook endorsement (as required) will be administered during the first part of the Initial Seminar at the discretion of AFS-610. The examiner practical test will be administered during the last part of the Initial Seminar.

(1) Complete FAA Form 8710-11.

(2) During the examiner practical test, the ASI will place emphasis on the examiner candidate's knowledge of the sport pilot practical test procedures. The test (knowledge and skill evaluation) will cover tasks selected by the ASI from the sport pilot PTS appropriate to the type of certification the examiner candidate will be authorized upon designation. Emphasis will be placed on the examiner candidate's ability to use the techniques of critique and evaluation as outlined in FAA-H-8083-9, FAA Aviation Instructor's Handbook.

**e. Pretest Activities.** Present the following documents to the supervising ASI for review:

(1) The examiner candidate's airman certificates;

(2) The examiner candidate's current airman medical certificate and/or valid U.S. driver's license, if required;

(3) The examiner candidate's FAA Form 8710-11;

(4) The examiner candidate's logbooks;

**f. Examiner Practical Test Briefings.** The examiner candidate must conduct a pretest, preflight and postflight briefing in accordance with the Examiner Test Guide. (See chapter 5, figure 5-1.)

**g. Conduct Examiner Practical Tests with an ASI Acting as an Airman Applicant.** Present to the ASI the documents for the aircraft to be used, including the aircraft maintenance records and logbooks, the airworthiness certificate, and the registration certificate. The ASI determines if the aircraft is airworthy and suitable for use during the practical test. After review, the documents are returned to the examiner candidate.

(1) The ASI assumes the role of airman applicant and instructs the examiner candidate to conduct the test as if it were an actual test.

(2) The examiner candidate must conduct the pretest, preflight and postflight briefings.

(3) During the oral portion of the practical test, the ASI will determine:

(a) whether the examiner candidate asks appropriate questions to test an airman applicant's knowledge;

(b) whether the examiner candidate asks questions that have only one correct answer; and

(c) whether the examiner candidate can recognize incorrect answers and take appropriate action, (e.g., termination of the practical test and issuance of FAA Form 8060-5).

(4) During the flight portion of the practical test, the ASI will determine:

(a) whether the examiner candidate requests maneuvers from the appropriate PTS and applies the criteria from the PTS; and

(b) whether the examiner candidate can recognize an airman applicant's errors and take the appropriate action (e.g., termination of the test and issuance of FAA Form 8060-5).

(5) The ASI will ask the examiner candidate if the airman applicant has passed or failed and to justify his or her decision.

(a) If the ASI has deliberately not performed to the sport pilot standards, the examiner candidate must recognize this situation and so inform the ASI.

(b) If the examiner candidate is successful, the ASI will direct the examiner candidate to complete an FAA Form 8060-4 or an FAA Form 8060-5, as appropriate, and the certification file.

(c) The ASI ensures that the examiner candidate is aware of the correct procedures.

**h. Designation.** At the completion of the Initial Seminar, AFS-610 issues the successful examiner candidate all appropriate materials, FAA Form 8000-5, Certificate of Designation, or FAA Form 8430-9, Certificate of Authority, if appropriate. This will establish the examiner anniversary date. The designation is given for 12-calendar months at which time, the examiner will need to apply for renewal as outlined in chapter 3.

**i. Training Expenses.** The examiner is responsible for all costs relating to attending the Initial Seminar.

**j. Failure to Complete the Initial Seminar.** If the examiner fails to satisfactorily complete the Initial Seminar, the examiner shall immediately return all examiner materials to AFS-610. However, if the failure to

complete the Initial Seminar is beyond the examiner candidate's control, AFS-610 may continue to work with the examiner candidate until that examiner candidate completes the Initial Seminar.

**2-14. TASK OUTCOMES.** The successful completion of this task results in the initial designation as a sport pilot examiner.

**2-15. FUTURE ACTIVITIES.** Future activities of the examiner may include all of the following items.

**a. Record keeping for all airman applicants** that the examiner tests for airman certificates, ratings, or privileges.

**b. The examiner continues to** satisfactorily perform certification activity.

**c. Application for renewal of designation** not less than 60 days before the expiration date of the current designation.

**d. Participation in** aviation safety programs and events.

**e. The addition of** other examiner authorizations.

## CHAPTER 3. ACHIEVE RENEWAL/REINSTATEMENT

### SECTION 1. BACKGROUND

**3-1. OBJECTIVE.** The objective of this task is to determine if a Sport Pilot Examiner (SPE)/Sport Pilot Flight Instructor Examiner (SFIE) meets the requirements for renewal or reinstatement and to complete the application process. Successful completion of the appropriate task results in the renewal or reinstatement of the examiner's designation.

**3-2. GENERAL.** An examiner designation may be renewed annually if the continuation of the designation is justified in order to provide service to the public or if the designation is in the FAA's interest.

**a. Airman Medical Certificate/Valid U.S. Driver's License.** An examiner must hold a valid U.S. driver's license or at least a third-class airman medical certificate for renewal and throughout the duration of the designation.

**b. Instructor Certificates and Aircraft Currency.** A flight instructor certificate is required for initial designation and must be current for renewal and kept current for the duration of the designation. All examiners must meet the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 61, sections 61.56 and 61.57, as applicable to the designation(s) being renewed.

**c. Failure to Meet Renewal Standards.** If an examiner does not meet the renewal standards, the examiner must present a letter requesting his or her renewal, justifying his or her retention as an examiner, and outlining the special circumstances involved. The Light Sport Aviation Branch (AFS-610) manager has the authority to determine the final disposition of the examiner's request.

**d. Application.** The examiner must apply for renewal at least 60 days prior to the expiration of his or her current designation. For renewal of an examiner's authority, the examiner must submit the following:

(1) a letter from the examiner requesting renewal and the designation(s) the examiner is requesting to be renewed (see figure 3-1);

(2) a copy of the examiner's current pilot, flight instructor, and valid U.S. driver's license and/or airman medical certificate; and

(3) a record of the examiner's practical testing activity for the preceding 12-calendar months.

**e. Annual Recurrent Sport Pilot Examiner Standardization Seminar (hereafter referred to as the Recurrent Seminar).** Examiner recurrent standardization courses are scheduled and presented by AFS-610. Course dates and locations are published on the AFS-610 web site <http://afs600.faa.gov>. A sport pilot examiner designated by AFS-610, must attend a Recurrent Seminar provided by AFS-610. If an examiner misses the Recurrent Seminar given nearest the examiner's home area, the examiner must successfully complete the missed Recurrent Seminar at another location within 3-calendar months. The examiner's testing privileges will be suspended until the examiner satisfactorily completes the Recurrent Seminar. The examiner may go to any location where the Recurrent Seminar is given.

(1) **Anniversary Date.** When an examiner is due for recurrent training, the examiner may complete the Recurrent Seminar 3-calendar months before or after the anniversary month and the Recurrent Seminar will be considered to have been completed in the anniversary month. When an examiner elects to complete Recurrent Seminar in the 3-calendar month period after the anniversary month, the examiner's testing privileges will be suspended until the examiner satisfactorily completes the Recurrent Seminar.

(2) **Late Arrival.** Normally, when an attendee arrives after a Recurrent Seminar has started, that person will not be permitted to attend the remainder of the Recurrent Seminar. However, if the Recurrent Seminar manager determines that the examiner has a legitimate reason for being tardy and if the examiner is not more than 1 hour late, the Recurrent Seminar manager may permit the examiner to complete the Recurrent Seminar. After the Recurrent Seminar manager accepts a late arrival, the examiner must make up the missed instruction outside the normal Recurrent Seminar with the Recurrent Seminar instructors. Once this has been accomplished, the examiner will take the final examination with the Recurrent Seminar.

(3) **Course Failure.** If an examiner fails the Recurrent Seminar, the examiner's authorization will be rescinded. AFS-610 may, with the concurrence of AFS-600 division manager, permit the examiner to attend

another Recurrent Seminar. In this event, the examiner will have 3-calendar months to successfully complete another Recurrent Seminar. Testing privileges will not be reinstated until the examiner satisfactorily completes the Recurrent Seminar.

(4) Second Recurrent Seminar Failure. If attendance at a second Recurrent Seminar is permitted, failure of the second Recurrent Seminar will result in termination of the examiner's authority and elimination from consideration for reinstatement for at least 12-calendar months thereafter examiner who are eliminated from the program under these circumstances may reapply for designation after 12-calendar months and must meet all requirements necessary for initial designation.

**3-3. RENEWAL CRITERIA.** In addition to the general requirements outlined in section 1, paragraph 3-2, examiners must meet the following specific criteria for annual renewal of examiner designations and authorizations.

**a. Recurrent Training.** Examiners with certification authority must satisfactorily complete the Recurrent Seminar as addressed in paragraph 3-2.e.

**b. Certification Activity.** Specific amounts of certification activity are required to show need for the renewal of individual designations and authorizations as addressed in paragraph 3-4.

**c. Reissuance of Letter of Authorization (LOA).** An examiner's LOA is valid only as long as the examiner's FAA Form 8430-9, Certificate of Authority, is current. The examiner's LOA and FAA Form 8430-9 expire on the same date. The LOA and FAA Form 8430-9 are reissued when the examiner's designation is renewed.

**d. Practical Test.** Examiners must demonstrate knowledge and skill appropriate to the designation and authorizations to be renewed by satisfactory completion of an annual practical test.

**3-4. ACTIVITY REQUIRED FOR RENEWAL.** The examiner activity requirements are listed below. An examiner who does not meet the activity requirements must request a waiver from the AFS-610 manager. The examiner has conducted during the previous 12-calendar months:

- a. Ten certification tests** in airplanes, weight shift control, powered parachute, or
- b. Five certification tests** in gyroplane, airship, or balloon.

**3-5. REISSUANCE OF LETTERS OF AUTHORIZATION (LOAs).** Examiners who are authorized to conduct practical tests in light sport aircraft are reissued an LOA listing the category of aircraft authorized. The authorizations conferred by the LOA must be renewed annually by a demonstration of competency in each make and model of light sport aircraft within the same set of aircraft in which the examiner is authorized to conduct tests. At the discretion of the supervising ASI, examiners that are authorized for multiple groups of aircraft should rotate the groups at each reissuance.

**3-6. DESIGNATED PILOT EXAMINERS.** The supervising Flight Standards District Office (FSDO) renews examiners who have additional privileges in light sport aircraft categories. The FSDO may request support for the annual practical test, if required.

**3-7. PRACTICAL TEST FOR RENEWAL.** The practical test is normally administered at the end of the annual recurrent training course given by AFS-610. At the discretion of AFS-610, a practical test of the examiner, appropriate to the designations held, satisfactorily completed within 3-calendar months before or after the renewal of the designation, may be used to satisfy this requirement. However, when an examiner elects to complete the practical test in the 3-calendar month period after the anniversary month, the examiner's testing privileges will be suspended until the examiner satisfactorily completes the test.

**3-8. NONRENEWAL.** The FAA may elect to not renew an examiner designation. If nonrenewal is based on any reasons other than lack of activity or the examiner's inability to meet standards, AFS-610 will follow the procedures outlined in chapter 1, section 3, paragraphs 1-20 and 1-21.

**3-9. REINSTATEMENT.** A former examiner whose authority has expired, and whose examiner privileges were not revoked as a result of enforcement or legal action, may apply for reinstatement to the AFS-610 manager without applying to the Light Sport Standardization Board (LSSB). To qualify for the

reissuance of an LOA, a reinstated examiner must demonstrate competency in the appropriate category of light sport aircraft.

### 3-10. thru 3-12. RESERVED

## SECTION 2. PROCEDURES

### 3-13. PREREQUISITES AND COORDINATION REQUIREMENTS.

**a. Prerequisites.** This task requires a current or former examiner to attend an annual Recurrent Seminar and pass a practical test. The examiner must possess a valid U.S. driver's license and/or a valid airman medical certificate, accomplish at least the minimum acceptable pertinent examiner activity level, and have current aircraft qualification appropriate to the designation being renewed or reinstated.

**b. Coordination.** This task requires coordination with an operations ASI.

### 3-14. REFERENCES, FORMS, AND JOB AIDS.

#### a. References.

- (1) Title 14 CFR parts 61, 91, and 183.
- (2) Sport Pilot Practical Test Standards (PTS).

#### b. Forms.

- (1) FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot.
- (2) FAA Form 8060-4, Temporary Airman Certificate.
- (3) FAA Form 8060-5, Notice of Disapproval of Application.

#### c. Job Aids.

- None

### 3-15. PROCEDURES.

**a. Renew a Current Designation.** An examiner must accomplish renewal annually.

- (1) Apply for renewal not less than 60 days before the expiration of the examiner's current designation.

(2) Submit a letter from the examiner requesting renewal and the designation(s) the examiner is requesting to be renewed (see figure 3-1);

(3) Submit a copy of the examiner's current pilot, flight instructor, and valid U.S. driver's license and/or airman medical certificate;

(4) Submit a record of the examiner's practical testing activity for the preceding 12-calendar months;

(5) Attend an annual Recurrent on Seminar within 3-calendar months before or after the anniversary month.

(6) Provide AFS-610 with a list of the examiner's testing activities for the previous 12-calendar months; and

(7) Schedule and complete a practical test in accordance with the procedures that are outlined in chapter 2, section 2, paragraphs 2-13 through 2-15, as applicable.

**b. Reinstate an Expired SPE/SFIE Examiner Designation.** Contact AFS-610 to determine whether there is a need for designation.

(1) If the AFS-610 manager confirms there is a need for the former examiner's services that justifies reinstatement, that former examiner must complete FAA Form 8710-12, Light-Sport Standardization Board -- Designated Pilot Examiner Candidate Application (available at: <http://afs600.faa.gov>), and submit it to the AFS-610 manager.

NOTE: Do not send the application to the LSSB.

(2) Proceed with the reinstatement process by completing the applicable procedures for initial designation in accordance with the applicable requirements contained in chapter 2, section 2.

**3-16. TASK OUTCOMES.** The successful completion of this task results in the reissuance of that examiner's designation and LOAs, as appropriate.



**3-17. FUTURE ACTIVITIES.** Future activities by the renewed or reinstated examiner may include the following items.

**a. Record keeping for all applicants** that the examiner tests for airman certificates, ratings, or privileges.

**b. The examiner continues** to satisfactorily perform certification activity.

**c. Application for renewal of designation** not less than 60 days before the expiration date of the current designation.

**d. Participation in** aviation safety programs and events.

**e. The addition of** other examiner authorizations.

**FIGURE 3-1. SAMPLE OF A RENEWAL LETTER**

[DATE]

FAA

ATTN: Light Sport Aviation Branch (AFS-610)

P.O. Box 25082

Oklahoma City, OK 73125

To Whom It May Concern:

I am requesting the renewal of my Designated Sport Pilot Examiner authorization (SP-01-05) for the following authorization:

Sport Pilot Certification

Powered Parachute

Weight Shift Control

Sincerely,

Larry W. Clymer

5354 Sooner Blvd

Farmington, NM 55512

(505) 555-1212

Enclosures:

1. A copy of my current Pilot Certificate.
2. A copy of my Flight Instructor Certificate.
3. A copy of my valid U.S. driver's license and/or my current Airmen Medical Certificate.
4. A copy of my record of practical testing activity for the preceding 12-calendar months.

## CHAPTER 4. COMPLETE INSPECTION REQUIREMENTS

### SECTION 1. BACKGROUND

**4-1. OBJECTIVE.** The objective of this task is to demonstrate that the Sport Pilot Examiner (SPE)/Sport Pilot Flight Instructor Examiner (SFIE) continues to meet the requirements for original designation and is conducting airmen certification duties as authorized. Successful completion of this task results in the continuation of the examiner's designation.

**4-2. GENERAL.** All examiners must be inspected at least once a year for renewal. Inspections must include at least one visit every year by a Federal Aviation Administration (FAA) Aviation Safety Inspector (ASI).

**a. Requirement for Performing Inspections of Examiners.** In addition to the annual inspections, the following circumstances may cause the need for further inspections of an examiner during the year. An additional inspection should involve observation of the examiner administering at least one complete practical test to satisfactorily accomplish this additional inspection.

- (1) High activity examiners (e.g., an examiner who conducts at least 50 practical tests in a given quarter);
- (2) An examiner's practical test passing rate exceeds 90 percent;
- (3) An examiner's certification file errors exceeds 5 files or more within the preceding 12-calendar months;
- (4) An examiner is the subject of a valid public complaint; or
- (5) An examiner is involved in an accident, incident, or violation of the regulations.

**b. Re-evaluation of Examiners, As Needed.** An examiner may be tested at any time the Light Sport Aviation Branch (AFS-610) deems an examiner's performance indicates that further inspections are needed.

**4-3. METHOD OF EVALUATION.** In order of preference, an ASI may use any of the following methods to evaluate an examiner.

**a. Two Part Testing.** The ASI observing the examiner conducting the oral part of the practical test with

an actual applicant, then at a later time complete the examiner's evaluation by acting as a applicant for the practical test.

**b. Act as an Applicant.** The ASI acts as the applicant for a practical test.

**c. Test on Selected Maneuvers.** The ASI tests the examiner on selected maneuvers to assess the examiner's flight proficiency and ability to evaluate in accordance with the Practical Test Standards (PTS).

**4-4. TESTING PROCEDURES.** The testing procedures used to conduct the examiner evaluation will be in accordance with the procedures described for initial designation in chapter 2.

**a. Unsatisfactory Performance.** If an inspection indicates a deficiency in the technique, standards, or judgment of the examiner, AFS-610 will develop an appropriate training program to correct the deficiency. The examiner's testing privileges must be suspended until the examiner accomplishes a satisfactory inspection.

**b. Cancellation of Authority.** If an examiner's performance is unsatisfactory to the extent that additional training is unsuccessful or is inappropriate, AFS-610 shall initiate action to cancel the examiner's authority.

**c. Lack of Qualification or Competency.** If the ASI has reason to believe the examiner may not be qualified and/or competent to exercise the privileges of the examiner's pilot/flight instructor certificates, ratings, or privileges, AFS-610 shall initiate proceedings to re-examine the examiner under the provisions of Title 49 of the United States Code (49 U.S.C.) section 44709.

**d. Recordkeeping.** AFS-610 retains reports of examiner inspections.

**4-5. thru 4-6. RESERVED**

## SECTION 2. PROCEDURES

### 4-7. PREREQUISITES AND COORDINATION REQUIREMENTS.

**a. Prerequisites.** This task requires knowledge of Title 14 of the Code of Federal Regulations (14 CFR) part 61 and 14 CFR part 91, the ability to apply current FAA policies and procedures, and the knowledge and skill to conduct airman testing in accordance with the applicable regulations and PTS.

**b. Coordination.** This task will require coordination with the supervising ASI and may require coordination with a test applicant.

### 4-8. REFERENCES, FORMS, AND JOB AIDS.

**a. References.**

- (1) 14 CFR parts 1, 61, and 91.
- (2) Sport Pilot PTS.

**b. Forms.**

- (1) FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot.
- (2) FAA Form 8060-4, Temporary Airman Certificate.
- (3) FAA Form 8060-5, Notice of Disapproval of Application.

**c. Job Aids.**

- None

**4-9. PROCEDURES.** The examiner coordinates with the supervising ASI to schedule the inspection. If the

inspection will include the observation of the examiner conducting the oral part of the practical test with an actual applicant, the examiner schedules the appointment at a time agreeable to the applicant. The ASI will make every effort to adjust his or her schedule accordingly. The flight part of the practical test will be conducted with the ASI acting as the applicant. Further steps in the inspection should be completed in accordance with the procedures described for initial designation in chapter 2.

**4-10. TASK OUTCOMES.** The successful completion of this task results in the notation of a satisfactory inspection in the examiner's file and the continuation of the examiner's designation. Unsatisfactory performance may result in additional examiner training, another inspection, suspension of testing privileges, and/or possible cancellation of the examiner's authority. Unsuccessful performance could possibly result in re-examination or an enforcement investigation.

**4-11. FUTURE ACTIVITIES.** Future activities by the examiner may include the following items.

**a. Record keeping** for all applicants that the examiner tests for sport pilot certificates.

**b. The examiner continues** to satisfactorily perform certification activity.

**c. Participation in** aviation safety programs and events.

**d. The addition of** other examiner authorizations.

**e. Application for designation renewal** before the annual expiration date.

**f. Accomplishment of** other inspections.

## CHAPTER 5. CONDUCT PRACTICAL TEST/CERTIFICATION FUNCTIONS

### SECTION 1. BACKGROUND

**5-1. OBJECTIVE.** The objective of this task is to perform procedures applicable to all sport pilot certification tests and functions. This chapter provides guidance pertinent to any sport pilot certification function that requires the applicant to complete FAA Form 8710-11, Airman Certificate and/or Rating Application - Sport Pilot. Successful completion of this task results in correctly completed certification files and the appropriate exercise of the examiner's authority.

**5-2. GENERAL.** Examiners must conduct the practical test using a written plan of action developed from the Examiner Test Guide (see figure 5-1) and the Sport Pilot Practical Test Standard (PTS). The examiner must conduct the practical test in accordance with, the appropriate regulations, PTS, operating limitations of the light sport aircraft, and procedures prescribed in the light sport aircraft flight manual. The examiners must not use, or request that the applicant use procedures contrary to those specified by the aircraft flight manual. Under no circumstances may an examiner intentionally allow an applicant to violate a regulation, fail to comply with an air traffic control (ATC) clearance, or create a potentially hazardous situation. Practical tests not conducted in accordance with the applicable PTS, regulations, and safe operating practices may be invalid and may be grounds for termination of the examiner's designation. If an examiner becomes aware of a procedure in any aircraft flight manual that is potentially hazardous or contrary to FAA policies, the examiner should notify the Light Sport Aviation Branch (AFS-610).

**a. Personal Prejudices.** An examiner must not allow personal prejudices to interfere with the objective evaluation of an applicant. If a personality conflict or disagreement develops between the examiner and the applicant prior to any unsatisfactory performance by the applicant, the examiner or the applicant must discontinue the practical test. In this case, the examiner issues a letter of discontinuance.

**b. Appointments.** An examiner is expected to honor appointments unless special circumstances warrant cancellation or postponement. If the cancellation or postponement is at the examiner's request, it is the examiner's responsibility to reschedule the practical test. If an examiner cancels a practical test without rescheduling, the examiner should recommend another

examiner. The AFS-600 website will have a list names of other examiners from which the applicant can choose.

**c. Test Environment.** The examiner must conduct the oral portion of the practical test in a private area free from distractions. The examiner must give the applicant undivided attention during the test and ensure that any discussion of test results with the applicant is in private, unless, by mutual agreement, a person other than the applicant (such as the applicant's flight instructor) is present.

**d. English Language Skill Standards.** The examiner must comply with Advisory Circular (AC) 60-28, English Language Skill Standards Required by 14 CFR Parts 61, 63, and 65, for ensuring that applicants meet regulatory requirements. If the applicant is unable to read, speak, write, and understand the English language, the examiner must terminate the practical test and refer the applicant to the nearest Flight Standards District Office (FSDO).

**5-3. TESTING APPLICANTS TRAINED BY THE EXAMINER.** The examiner who trains an applicant for a certificate, rating or privilege may only test that applicant if another instructor has given the applicant at least 3 hours of flight instruction in preparation for the practical test and is the recommending instructor.

#### 5-4. EXAMINER LIMITATIONS.

**a. Alter/Amend Certificate.** An examiner must not alter or amend any sport pilot or flight instructor certificate.

**b. Authorized Aircraft.** An examiner must not conduct a practical test in any aircraft for which the examiner does not hold a category/class privilege. The examiner must also have at least 5 hours as pilot-in-command (PIC) in each make and model of light sport aircraft within the same set of aircraft in which the examiner is authorized to conduct tests.

**c. English Language Requirement.** An examiner is not authorized to issue an airman certificate with the limitations, "Not Valid For Flights Requiring The Use Of English."

**5-5. STATUS OF EXAMINERS DURING PRACTICAL TESTS.** An examiner conducts a practical test to observe and evaluate an applicant's ability to perform the procedures and maneuvers required for the sport pilot certificate. The examiner is not PIC of the aircraft during a practical test unless the examiner agrees to act in that capacity by prior arrangement with the applicant. The FAA strongly recommends that an examiner not agree to act as PIC of a flight during a practical test.

**a. Advice and Help.** Except to ensure safety of flight, an examiner must not give the applicant advice or assistance. If advice or assistance has to be given, the applicant will be issued FAA Form 8060-5, Notice of Disapproval of Application. However, it is acceptable for an examiner to give assistance not caused by the applicant's performance. For example, the examiner controls the aircraft to avoid conflicting traffic that the applicant could not have seen. Providing advice or assistance does not change the status of the examiner in regard to PIC responsibility. The examiner should discuss this issue with the applicant as part of the preflight briefing.

**b. Physical Location of the Examiner During a Practical Test.** An examiner must accompany the applicant in the aircraft during all practical tests in accordance with Title 14 of the Code of Federal Regulations (14 CFR) part 61, section 61.45(b)(1)(iii) unless the aircraft only has one seat. If the applicant presents a single-seat aircraft, the examiner can proceed with the practical test. The pilot will have a limitation placed on his or her sport pilot certificate, which limits operation to a single-seat light sport aircraft, he or she will not be authorized to carry passengers. The examiner must refer to the appropriate PTS to ensure the required maneuvers are performed for single pilot aircraft.

**5-6. AIRCRAFT USED FOR PRACTICAL TESTS.** An applicant for an airman certificate must furnish a light sport aircraft in safe condition for flight appropriate for the certificate sought.

**a. Experimental Aircraft.** An applicant may request a practical test in an experimental aircraft. The aircraft may be certificated as amateur-built or experimental light sport. A DPE may conduct a practical test in such experimental aircraft provided that following conditions are met:

- (1) The examiner is willing to conduct the test;
- (2) The applicant is not prohibited from accomplishing the required tasks by the operating limitations issued for the experimental aircraft; and
- (3) The aircraft is capable of performing all tasks required by the test. If the experimental aircraft is not capable of performing all required tasks, another aircraft must be provided for those tasks that cannot be accomplished in the experimental aircraft.

**b. Self-Launching Gliders.** Aircraft that have been certificated as gliders with self-launching capability cannot be used for a practical test for an airplane category. There are no dual airplane/glider category designations. The examiner can determine the category of an aircraft by examining the aircraft airworthiness certificate or type certification data sheet.

**c. Aircraft with a single-pilot station.** In accordance with section 61.45(f), a practical test may be conducted in a light sport aircraft that has a single-pilot station with certain limitations. The practical test for a sport pilot certificate can be conducted from the ground by an examiner, provided the examiner agrees to conduct the single-seat aircraft practical test, is in a position to observe the operation of the aircraft, and evaluate the proficiency of the applicant. Finally, the examiner must ensure that the practical test is conducted in accordance with the Sport Pilot PTS for single-seat aircraft. Upon successful completion of the practical test, the following limitation will be placed on the sport pilot certificate: "NO PASSENGER CARRIAGE AND FLIGHT IN A SINGLE-PILOT STATION AIRCRAFT ONLY." Only an examiner or an FAA Aviation Safety Inspector (ASI) is authorized remove the limitation. This can be accomplished when the sport pilot takes a practical test in a two-place light sport aircraft and conducts additional tasks identified in the PTS. It can also be accomplished if the sport pilot completes the certification requirements for a higher certificate, rating, or privilege in a two-place aircraft. A sport pilot who is issued a certificate with a single-seat limitation must complete a flight review, as required by section 61.56. If the flight review will be accomplished in an aircraft, it must be in an aircraft with a minimum of two seats, in which the pilot is rated, and with an authorized instructor that is current and qualified to act as PIC.

**5-7. AIRCRAFT EQUIPMENT.** Except as provided by section 61.45(b)(2), an aircraft furnished for a practical test by an applicant must have the equipment required to accomplish each area of operation on the practical test.

**a. Adequate Visibility.** The aircraft must have pilot seats with adequate visibility for safe operation and for the examiner to evaluate the applicant's performance.

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

**c. Aircraft with Single-Controls.** At the discretion of the examiner, an aircraft furnished by the applicant may have a single set of controls under the provisions of section 61.45(e).

**d. Aircraft Instruments.** The aircraft must be capable of performing all TASKS required by the PTS. The PTS for altitude and/or airspeed requires the aircraft to have an altitude-indicating system and an airspeed-indicating system, as appropriate.

**5-8. PRACTICAL TEST STRUCTURE.** The practical test consists of a demonstration of aeronautical knowledge and skill. The two demonstrations are not intended to be separate tests. They should be conducted concurrently.

**a. Number of Practical Tests Per Day.** An examiner must not conduct more than two certification practical tests (e.g., initial issuance of a sport pilot certificate) in any 24-hour period, unless that examiner has received written permission from AFS-610. A practical test in this paragraph means a certificate action that is completed (e.g., FAA Form 8060-4, FAA Form 8060-5, or letter of discontinuance issued).

**b. Demonstration of Aeronautical Knowledge.** The demonstration of aeronautical knowledge consists of a question and answer exchange between the examiner and the applicant. The knowledge, which should be tested, is identified in the Sport Pilot PTS and part 61. It is a required method that the oral portion of the practical test precedes the flight portion of the practical test.

(1) Trick questions are not permitted. The correct answers to all questions must be available in the

regulations, aircraft flight manual, or other references listed in the applicable PTS.

(2) The examiner should maintain a relaxed atmosphere. The examiner must not give the applicant instruction during the practical test. If the applicant consistently gives incorrect, confused, or unrelated answers to the examiner's questions, the examiner shall issue FAA Form 8060-5, Notice of Disapproval.

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

**d. Testing More Than One Applicant at a Time.** Applicants must be tested individually and separately.

**e. Demonstration of Aeronautical Skill.** The demonstration of aeronautical skill is the flight portion of the practical test where the applicant demonstrates flight proficiency for the certificate.

(1) The PTS details the areas of operation and tasks required for the certificate. If the applicant does not meet the standards of performance of any task performed, the area of operation is failed and; therefore, the practical test is failed. The applicant is not eligible for the certificate until the failed area of operation and tasks are passed on a subsequent test.

(2) The examiner or the applicant may discontinue the test at any time when the failure of a task makes the applicant ineligible for the certificate, rating, or privileges sought. The examiner shall record the applicant's unsatisfactory performance in terms of the AREA OF OPERATION and specific TASK(s) not meeting the standard appropriate to the practical test conducted. With the consent of the examiner, the applicant may elect to continue the test after failing a required task. The applicant must receive credit only for those areas of operations and tasks, which are satisfactorily completed.

**f. Aeronautical Decision Making (ADM) and Risk Management.** The examiner shall evaluate the applicant's ability throughout the practical test to use

good aeronautical decision-making procedures in order to evaluate risks. The examiner shall accomplish this requirement by developing scenarios that incorporate as many PTS TASKs as possible to evaluate the applicants risk management in making safe aeronautical decisions. For example, the examiner may develop a scenario that incorporates weather decisions and performance planning.

#### **5-9. PRACTICAL TEST DISCONTINUANCE.**

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 he or she has 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 applicant or examiner after the test has begun.

**a. Incomplete Practical Test.** On the day of the practical test, if extenuating circumstances occur (e.g., environmental, mechanical, or personal situations, etc.), 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.

**b. Letter of Discontinuance.** When a practical test is discontinued for reasons other than unsatisfactory performance, FAA Form 8710-11 and the knowledge test report 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 and should retain a copy of the letter of discontinuance. The examiner should explain to the applicant that the letter of discontinuance does not extend the expiration dates on the knowledge tests or endorsements. (See figure 5-2.)

(1) Within 60 days of the original date of application, the applicant may use the letter to show an examiner which portion of the practical test was successfully completed. The letter of discontinuance must be included in the applicant's certification file when mailed to AFS-610. If using IACRA, this form will be printed automatically and does not need to be mailed.

(2) When more than 60 days have elapsed since the original date of application, the examiner must test the applicant on all areas of operation required for that certificate.

**c. Examiner Authority to Re-examine.** Whenever the examiner has reason to doubt the applicant's competence in areas for which the applicant received credit during a previous practical test, the examiner must re-examine the applicant on all areas of operation required for that certificate.

#### **5-10. REPEATING MANEUVERS ON PRACTICAL TESTS.**

A maneuver that is not performed to the required standards during a practical test must not be repeated unless one of the following conditions applies.

**a. Discontinuance of the Maneuver.** A maneuver may be discontinued for a valid safety reason (e.g., an approach to a landing is aborted and the applicant executes a go-around or other procedure to modify the originally planned maneuver).

**b. Collision Avoidance.** The performance of a maneuver may be interrupted due to the applicant's action to avoid other traffic or the examiner's intervention on the flight controls to avoid another aircraft that the applicant could not have seen.

**c. Misunderstood Requests.** A legitimate misunderstanding may occur between the applicant and the examiner when an applicant does not understand the examiner's request. However, the applicant's failure to understand how to perform the maneuver being requested is not grounds for repeating a maneuver.

**d. Other Factors.** A condition, which distracts the examiner so that he or she cannot adequately observe the applicant's performance of the maneuver, such as conflicting traffic or ATC instructions, may occur. If in doubt, continue testing.

**5-11. PRACTICAL TEST BRIEFINGS.** The examiner must conduct a pretest, preflight and postflight briefing in accordance with the Examiner Test Guide (see figure 5-1). These briefings must be accomplished regardless of the experience and abilities of the participants. The preflight briefing must include a discussion of the methods to be used to simulate an engine failure for the test. The manufacturer's recommendations must be discussed and used.

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



**b. Performance Criteria.** The pretest briefing must include a discussion of the applicable parts of the Sport Pilot PTS, which the examiner will use to determine satisfactory performance.

**c. Repetition of Maneuvers.** The preflight briefing must also include a discussion of the circumstances under which a maneuver may be repeated on the test.

**d. ADM and Risk Management.** During the preflight briefing, the examiner must ensure that the applicant understands that he or she will be evaluated on his or her ability to apply ADM and risk management.

**5-12. RETEST IN EVENT OF FAILURE.** An applicant who fails a practical test may apply for retesting after receiving the necessary training from an authorized instructor. The applicant must present a logbook or training record endorsement by an authorized instructor who has given the applicant the necessary additional training. The authorized instructor must complete the "Instructor's Recommendation" block on FAA Form 8710-11, which indicates that the authorized instructor has determined the applicant is proficient to pass the test. These requirements apply to all retesting after failure.

**5-13. ACCIDENTS AND INCIDENTS DURING PRACTICAL TESTS.** If an accident or incident occurs during a practical test, the examiner should ensure that the PIC follows the prescribed procedures for reporting the occurrence. The safeguarding of lives and property is the highest priority. If an accident or incident occurs, the examiner must notify the local FSDO and AFS-610 as soon as possible.

**5-14. PRACTICAL TEST STANDARDS.** The regulations specify the areas in which an applicant must demonstrate knowledge and skill before a certificate can be issued. The PTS contains the specific tasks in which knowledge and skill must be demonstrated.

**a. Practical Test Correlation to Part 61.** The areas of operation and tasks contained in the PTS encompass the areas of operation specified by part 61 for a sport pilot certificate. The flight proficiency required by the regulations is stated in terms of areas of operation. The specific tasks used to ensure competence in the required areas of operation are detailed in the Sport Pilot PTS.

**b. Public Availability.** The public may obtain copies of the Sport Pilot PTS from the U.S. Government Printing Office, Internet: <http://afs600.faa.gov>, or from several of the many commercial vendors that sell the PTS to the public.

**c. PTS Introduction.** The introductory section of the PTS gives detailed instructions on the use of the PTS for conducting a practical test.

(1) The Sport Pilot PTS are arranged in three different books. The Airplane, Glider, and Gyroplane are in FAA-S-8081-29. The Airship and Balloon are in FAA-S-8081-30. The Weight and Shift Control and Powered Parachutes are in FAA-S-8081-31. Each PTS is divided into three sections. Section 1 is Sport Pilot General, this is the introduction to the PTS. Section 2 is the maneuvers for each category of aircraft that are required for the test. Section 3 is for the sport pilot instructor requirements.

(2) The oral portion of the practical test must be accomplished and satisfactorily completed prior to the flight portion of the practical test.

(3) Practical tests must be conducted in accordance with part 61 and the Sport Pilot PTS.

(4) The examiner must not allow the conduct of successive practical tests to degenerate into a predictable pattern that can be recognized by applicants or instructors.

(5) Evaluation of an applicant's performance must be based on the applicant's ability to satisfactorily meet the objectives of each required task.

**5-15. PREREQUISITES FOR PRACTICAL TESTS.** To be eligible for a practical test, an applicant must meet all requirements of part 61 applicable to the sport pilot certificate and comply with the following prerequisites.

**a. Knowledge Test.** Except as provided by 14 CFR part 61 section 61.39(b), the applicant must have passed the required knowledge test within the 24-calendar months preceding the practical test. A sport pilot knowledge test report must be presented to the examiner at the time of application for the practical test.

(1) The FAA has designated industry entities to give airman knowledge tests through computer testing.

These companies issue a computer test report to the applicant upon completion of the test (see figure 5-3). This report will have an embossed seal, similar to a notary public seal on it, which identifies the computer testing company. Examiners must accept this computer test report and ensure that the applicant's name appears on the aeronautical knowledge test results and the embossed seal is legible. Duplicate copies of the report are not acceptable.

**b. Airman Medical Certificate.** If any portion of the practical test is being performed in an aircraft, an applicant for sport pilot, or instructor certificate must hold at least a third-class airman medical certificate or a valid U.S. driver's license to be a PIC for a practical test.

**c. Demonstrated Ability.** If an examiner accepts an application from an airman who has an FAA Form 8500-15, Statement of Demonstrated Ability, the examiner must verify the appropriate limitations relating to FAA Form 8500-15 with the FSDO or AFS-610. Any appropriate limitations relating to operational privileges must be placed on any airman certificate issued.

**d. Complete FAA Form 8710-11.** The applicant must complete FAA Form 8710-11. The applicant must complete Section III, Record of Pilot Time. Per section 61.39(a)(7), an applicant must have a completed and signed application that includes completion of Section III. As a special emphasis item, the examiner must review the applicant's aeronautical experience recorded on the FAA Form 8710-11 and in the applicant's logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the sport pilot certificate.

NOTE: This requirement includes persons who are applying for a flight instructor certificate, renewal, or reinstatement of a flight instructor certificate.

**e. Airman Records/Logbooks.** An applicant for a sport pilot certificate for which there are aeronautical training and experience requirements must present a reliable record to the examiner. This record must clearly show the accomplishment of those requirements. The examiner must verify that the applicant meets all eligibility and experience requirements for the sport pilot certificate.

(1) Where required by the rules in part 61, an authorized instructor's endorsement is required in the applicant's logbook or training record. The required

aeronautical experience/flight training must have been logged within the preceding 60 days of the date of the application.

(2) An authorized instructor's endorsement is required to show the training time accomplished for each session.

(3) If the applicant presents reconstructed records, from which the examiner cannot positively determine the applicant's eligibility, the examiner should contact AFS-610 for guidance.

(4) After the practical test, the examiner shall sign an entry in the applicant's records. That entry must show the type of test, the duration of the flight portion, the outcome of the test, and the examiner's designation number.

**5-16. VERIFICATION OF AN APPLICANT'S IDENTITY.** The examiner must request positive identification from each applicant presenting FAA Form 8710-11.

**a. Deficiencies.** The Drug Enforcement Assistance Act of 1988 identified the following deficiencies with regards to issuance of airman certificates:

(1) The use of fictitious names and addresses by applicants for certification.

(2) The use of stolen or fraudulent identification in applying for a sport pilot certificate.

(3) The use of a post office box or mail drop as a return address for the purpose of evading identification of the applicant's address.

(4) The use of counterfeit or stolen airman certificates.

(5) The absence of information concerning physical characteristics of holders of airman certificates.

**b. Applicant Identification Procedures.** To ensure proper identification of pilot certificate applicants, and so that the FAA may address deficiencies specified in the Drug Enforcement Assistance Act, the FAA has implemented the following procedures for field offices and designated pilot examiners.

(1) All applicants for airman certificates must apply in person and present positive identification at the time of application. Such identification must include an official photograph of the applicant, the applicant's signature, and the applicant's residential address, if different from the mailing address. This information may be presented in more than one form of identification.

(2) An examiner SHALL NOT accept a post office address on an airman certificate application unless the applicant resides on a rural route, a boat, or in some other location that requires the use of a post office box or rural route number for an address. If this is the case, the applicant must disclose this information on a separate piece of paper and attest to the circumstances by signature.

(3) FAA Form 8710-11 provides a space for the examiner to record the type of identification submitted and its identifying number (e.g., Virginia Driver's License number xxxx). In addition, the examiner should enter the applicant's telephone number and e-mail address on the back page of the application. (If a driver's license is used, it must be a valid U.S. driver's license.)

**c. Acceptable Methods of Identification.**

Acceptable methods of identification include, but are not limited to, driver's licenses, government identification cards, passports, and other forms of identification that meet the requirements of paragraph b.(1) above. (If a driver's license is used, it must be a valid U.S. driver's license.)

**d. Alternative Methods of Identification.**

Some applicants may not possess suitable identification as described above. In the case of an applicant under age 21, the applicant's parent or guardian may have to accompany the applicant and identify themselves as described above. The parent or guardian may then attest to the applicant's identity. For all other applicants, the identification procedures employed must be such that the examiner can positively identify the applicant in a manner acceptable to the examiner. In such cases, the identification procedures employed must be disclosed by the examiner on the application or, if necessary, in a separate statement. Furthermore, if the applicant appears before a designated examiner, the examiner must obtain approval from AFS-610 for the identification procedure employed. If necessary, applicants may need to apply in person at an FAA field office, complete the required identification procedures, and then obtain an authorization to appear before the examiner for the practical test.

**5-17. ILLEGAL SUBSTANCE CONVICTION. FAA**

Form 8710-11, block Z, states, "Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?" The applicant must check "No" or "Yes," as appropriate.

**a. "No" Checked.** If "No" is checked, the examiner conducts the practical test. If it is determined later that the applicant should have checked "Yes," the FAA would take appropriate action.

**b. "Yes" Checked.** If the applicant checks "Yes," the applicant must indicate the date of final conviction. The examiner must determine if the date of final conviction was more or less than 1 year from the date of application and proceed as follows:

(1) If the date of final conviction is more than 1 year before the date of application and has been previously indicated, the applicant should indicate "No Change" in the block. The examiner must conduct the practical test and, if appropriate, issue the airman certificate as usual.

(2) If the date of final conviction is less than 1 year before the date of application, the examiner must decline the application, take no certificate action, and does not test the applicant in accordance with the provisions of section 61.15(a)(1).

**5-18. COMPLETION OF FAA FORM 8710-11, AIRMAN CERTIFICATE AND/OR RATING APPLICATION –**

**SPORT PILOT.** Any airman certification activity, which affects a sport pilot certificate, requires that the applicant requesting the action complete FAA Form 8710-11. The FAA's Integrated Airmen Certificate and/or Rating Application (IACRA) system is authorized for use, and SHALL be used by ASIs and examiners for processing applications. For instructions on the use of IACRA, use the following internet site: <http://acra.faa.gov/iacra/>. When an examiner uses IACRA, nothing will be mailed in to AFS-610. The process is completely electronic. The examiner destroys the superseded certificate by punching a hold in the FAA symbol with a hole punch. If a letter of discontinuance is involved, IACRA will print it out, the examiner completes it and gives it to the applicant. The applicant presents the knowledge test to the examiner, the examiner then checks in IACRA to see if it is valid and attests that he or she has verified the test. IACRA creates a written test document directly from the written test data and sends that to the Airmen Certification Branch, AFS-760, with

the application and all other required electronically-generated documents. If extenuating circumstances does not allow the use of IACRA, contact AFS-610 and use paragraphs 5-18.a. and 5-19 to complete FAA Form 8710-11 and where to mail the certification file.

**a. Instructions.** Instructions for completing FAA Form 8710-11 are included on a perforated preface attached to the form. Figure 5-4 contains a sample of a correctly completed FAA Form 8710-11. The Airmen Certification Branch (AFS-760) may accept an approved computer-generated or photo copied FAA Form 8710-11. The form should be printed or copied on both sides of a single sheet of paper. If printed or copied on two separate sheets of paper, the applicant's name, date of birth, and certificate number must be printed on both pages. If a computer-generated form is used, it must have the same formatting, font, density, and size and must be identical to the FAA form in current use. The form cannot be altered by any print process or computer system. The software program must be identified as a commercial form bearing the name and address of the company.

**b. Special Emphasis Items.** Examiners should pay particular attention to the following items.

- (1) An applicant must complete FAA Form 8710-11 when applying for a sport pilot certificate.
- (2) In Section I, Block B, the social security number (SSN) is optional. If the SSN is unavailable for FAA use, the applicant enters, "Do Not Use." If the applicant does not have an SSN, the applicant enters, "None." In either case, AFS-760 will issue a unique pilot certificate number that is not the applicant's SSN; however, DO NOT LEAVE THIS AREA BLANK.
- (3) In Section I, Block H, the applicant must indicate height in inches. No fractions of inches may be used. Foreign applicants must convert to U.S. measurements (1 inch = 2.54 centimeters; 1 centimeter = .3937 inches).
- (4) In Section I, Block I, the applicant must indicate weight in pounds. Fractions of a pound may be used. Foreign applicants must convert to U.S. measurements (1 pound = .4536 kilograms; 1 kilogram = 2.20 pounds).
- (5) In Section I, Block Z, the applicant must check "Yes" or "No" in answer to the question regarding a conviction for violation of statutes relating to narcotic

drugs or substances. If "Yes" is checked, the applicant must supply the date of final conviction. If the applicant has been charged, but not convicted, the applicant should check "No" in response to this question. (See section 1, paragraph 5-17.b.(2).)

(6) In accordance with 14 CFR section 61.39(a)(7), the applicant is required to accurately and fully complete Section III, Record of Pilot Time, on FAA Form 8710-11. The completion of Section III is required for all applications.

(a) In some instances, pen-and-ink changes in the top or bottom half of the boxes provided on FAA Form 8710-11 may be necessary in order to permit the applicant to enter the specific aeronautical experience required by the regulations. In other instances, it may be more appropriate to list the required aeronautical experience, certified by the applicant's signature, on a separate sheet, which is then attached to the application.

(b) AFS-760 will accept FAA Form 8710-11 with either a clearly legible pen-and-ink changes to the boxes on the form showing the required pilot aeronautical experience or with a legible attachment to the form, certified by the applicant's signature, showing the required aeronautical experience.

(7) In the "Designated Examiner or Airman Certification Representative Report" section on the reverse side of FAA Form 8710-11, the examiner must certify, by checking the appropriate box, that the he or she has personally reviewed the applicant's pilot logbook and/or training record and certifies that the individual meets the pertinent requirements of part 61 for the pilot certificate, rating, or privilege sought. The term "logbook" means any reliable record.

(a) At the conclusion of a sport pilot practical test, the examiner checks the box indicating that that he or she has personally tested and/or verified this applicant in accordance with the pertinent procedures and standards. The pertinent procedures and standards are those in the appropriate PTS.

(b) The examiner then checks the appropriate box to indicate approval or disapproval of the application.

(c) The examiner must complete all remaining applicable blocks in the "Designated Examiner or Airman Certification Representative Report" section

on the reverse side of FAA Form 8710-11. Under “Location of Test (Facility, City, State)” section, the term “facility” refers to the name of the airport from which the test originated or, the name of the town nearest to the test site.

(8) The examiner checks the appropriate boxes and enters the required information on each line for applicant identification in the “Attachments” section (reverse side of FAA Form 8710-11).

**c. Change of Name.** An examiner must compare the applicant’s name on FAA Form 8710-11 and the name on the applicant’s valid U.S. driver’s license. If the applicant’s name has changed since the valid U.S. driver’s license was issued, the examiner must not conduct the practical test until the name on the valid U.S. driver’s license has been corrected. After this is accomplished, the examiner may accept the airman’s FAA Form 8710-11 for the practical test.

#### **5-19. PREPARATION OF THE CERTIFICATION FILE.**

The examiner conducting a certification practical test is responsible for the completeness and accuracy of the certification file. The examiner must not accept FAA Form 8710-11 until he or she has determined that the applicant is eligible for the sport pilot certificate. A practical test begins when the examiner accepts the airman’s application. At the conclusion of the practical test, the examiner must complete the certification file, indicating approval or disapproval of the application, as appropriate.

**a. Approved FAA Form 8710-11.** The examiner must approve FAA Form 8710-11 for a sport pilot certificate and issue FAA Form 8060-4 only after the examiner determines that:

- (1) The applicant meets all the prerequisite eligibility requirements and has satisfactorily met the standards in the Sport Pilot PTS;
- (2) The certification file is accurate and complete.

**b. Disapproved Application.** If the examiner disapproves an application, the examiner prepares FAA Form 8060-5.

- (1) A legible original of FAA Form 8060-5 is made a part of the certification file.

(2) The examiner ensures that the certification file is accurate and complete.

**c. Disposition of File.** The examiner must mail the completed certification file to AFS-610 not later than 5-calendar days after the completion of the practical test.

**5-20. REVIEW OF AN EXAMINER’S DECISION.** An applicant who is not satisfied with an examiner’s decision may get another practical test or appropriate re-evaluation from an ASI without prejudice. In such cases, the applicant must be given the complete test, including any areas of operation already approved by the examiner. The applicant must prepare a new FAA Form 8710-11 and the ASI must complete a new certification file. Following the test, both the examiner’s and the ASI’s certification files are forwarded to AFS-760. The ASI’s report determines if a certificate is issued. The ASI should discuss the test results with the examiner.

**5-21. ISSUANCE OF FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE (NOT USING IACRA).** An examiner must issue an FAA Form 8060-4 each time the he or she issues or reissues a sport pilot certificate. (See figure 5-5.)

**a. Preparation of FAA Form 8060-4.** Information entered on FAA Form 8060-4 must match the information contained on the applicant’s FAA Form 8710-11. All entries made on FAA Form 8060-4 must be clear. It is preferable to use capital letters. FAA Form 8060-4 is scanned and a sharp, clear original is essential. FAA Form 8060-4 is prepared in duplicate. examiners must legibly enter his or her pilot certificate number in the “Examiner’s Designation No. or Inspector’s Reg. 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.

**b. Issuance of a Handwritten FAA Form 8060-4.** If an examiner in the field does not have access to a typewriter, he or she may issue a handwritten FAA Form 8060-4 provided the he or she prints all necessary information legibly, in ink. The handwritten copy can be issued to the applicant, but a typed original, signed by the issuing examiner, must accompany the

certification file. The applicant must sign the handwritten FAA Form 8060-4.

**c. Social Security Number.** The Airmen Certification Branch (AFS-760) no longer assigns Social Security Numbers as the certificate number on original airmen certificates. AFS-760 will now assign a unique certificate number.

**5-22. ISSUANCE OF FAA FORM 8060-5, NOTICE OF DISAPPROVAL OF APPLICATION (NOT USING IACRA).** In case of the disapproval of a practical test, the examiner completes FAA Form 8060-5. (See figure 5-6.)

**a. Preparation of FAA Form 8060-5.** If an examiner in the field does not have access to a typewriter, he or she may issue a handwritten FAA Form 8060-5 provided the he or she prints all necessary information legibly, in ink. The handwritten copy can be issued to the applicant, but a typed original, signed by the issuing examiner, must accompany the certification file.

**b. Unsatisfactorily Performed or Not Completed Areas of Operation.** Tasks that were unsatisfactorily performed and those areas of operation not completed must be listed on FAA Form 8060-5.

(1) The number of practical test failures by the applicant for the certificate or rating sought must be placed on FAA Form 8060-5 (e.g., FIRST FAILURE, SECOND FAILURE, etc.).

(2) If an applicant fails the practical test because of deficiencies listed in 14 CFR part 61

section 61.43(a) or a PTS special emphasis item, it must be tied to a specific task and must be noted on FAA Form 8060-5.

**c. Credit Given for Satisfactorily Completed Areas of Operation or Tasks.** An applicant for retesting may receive credit for those areas of operation satisfactorily completed; however, an examiner may re-examine an applicant on any area of operation required for the certificate sought. If an examiner has reason to doubt an applicant's competence in areas of operation for which the applicant received credit during a previous test or if more than 60 days have elapsed since the previous practical test, the examiner must re-examine the applicant on all areas of operation required for that certificate. If an applicant does not have his or her FAA Form 8060-5, he or she must take the entire practical test. The applicant may get a duplicate FAA Form 8060-5 from AFS-760 or the issuing examiner.

**5-23. BLUE SEAL CERTIFICATES.** Not available for Sport Pilot certificates.

**5-24. LOGGING OF FLIGHT AS AN EXAMINER.** Flight time accrued by an examiner conducting a test is considered other flight time. The time the examiner spends in conducting a flight test should not be included as "other commercial flying, time" for the purposes of the flight time limitations of 14 CFR part 121, 14 CFR part 125, or 14 CFR part 135.

**5-25. thru 5-26. RESERVED**

## SECTION 2. PROCEDURES

**5-27. PREREQUISITES AND COORDINATION REQUIREMENTS.**

**a. Prerequisites.** This task requires current designation as an examiner, at least a third-class airman medical certificate, or a valid U.S. driver's license, knowledge of part 61 and the Sport Pilot PTS.

**b. Coordination.** This task may require coordination with an operations ASI.

**c. The FAA's Integrated Airmen Certificate and/or Rating Application (IACRA) system** is authorized for use, and SHALL be used by ASIs and examiners for processing applications. For instructions on

the use of IACRA, use the following internet site: <http://acra.faa.gov/iacra/>. When an examiner uses IACRA, nothing will be mailed in to AFS-610. The process is completely electronic. The examiner destroys the superseded certificate by punching a hold in the FAA symbol with a hole punch. If a letter of discontinuance is involved, IACRA will print it out, the examiner completes it and gives it to the applicant. The applicant presents the knowledge test to the examiner, the examiner then checks in IACRA to see if it is valid and attests that he or she has verified the test. IACRA creates a written test document directly from the written test data and sends that to the Airmen Certification Branch, AFS-760, with the application and all other required electronically-generated documents. If IACRA is

unavailable, paragraphs 5-18.a. through 5-19 contain the procedures to complete the certification file and mailing it to AFS-610.

### 5-28. REFERENCES, FORMS, AND JOB AIDS.

#### a. References.

- (1) 14 CFR part 61.
- (2) Sport Pilot PTS.

#### b. Forms.

- (1) FAA Form 8060-4, Temporary Airman Certificate.
- (2) FAA Form 8060-5, Notice of Disapproval of Application.
- (3) FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot.

#### c. Job Aids.

?Sample figures

### 5-29. PROCEDURES.

**a. Verify Applicant's Identity. Inspect the applicant's valid U.S. driver's license.** Compare the applicant's valid U.S. driver's license with the personal information on FAA Form 8710-11.

- (1) Check the airman's identification box and enter the form of identification, the number, and the expiration date (if an expiration date exists), on the appropriate lines of the attachments section on FAA Form 8710-11. In addition, the examiner should enter the applicant's telephone number and e-mail address on the back page of the application.
- (2) An alternate mail delivery service address (commercial mailbox provider), flight school, airport office, etc., is not acceptable. A post office box or rural route number are not acceptable as permanent residence on an application unless there are unavoidable circumstances that require such an address. An applicant, residing on a rural route, in a boat, or mobile (recreational) vehicle, or in some other manner that requires the use of a post office box or rural route number for an address, must attest to the circumstances by signing a statement on a separate sheet of paper. The information

provided must include sufficient details to ensure identification of the geographical location of the airman's residence. If necessary to positively identify the place of residence, the applicant may be required to provide a hand-drawn map that clearly shows the location of the residence. When the residence is a boat or other mobile vehicle, the registration number, tag number, etc., and dock or park location must be provided.

(3) If an alternative method of identification must be used, disclose the procedures used on a separate sheet of paper, and attach the sheet to the certification file.

(4) If identity cannot be verified due to lack of acceptable documents, explain to the applicant what types of identification are acceptable. Advise the applicant to return with appropriate identification or direct the applicant to the local FSDO or AFS-610.

(5) If it appears that the applicant's identity is different than that represented on FAA Form 8710-11 or that an attempt at falsification has been made, do not continue the process. Notify the local FSDO or AFS-610.

**b. Inspect FAA Form 8710-11.** Check the applicant's FAA Form 8710-11 for accuracy. Ensure that the applicant has completed the appropriate portions of the application correctly and signed and dated the form. (See Special Emphasis Items, section 1, paragraph 5-18.b., of this chapter.)

- (1) Verify that the data presented corresponds to the applicant's logbook and/or other records.
- (2) If a sport pilot instructor endorsement is required for the certificate or rating sought, ensure that the flight instructor has printed his or her name and signed the "Instructor's Recommendation" block (on the reverse side of FAA Form 8710-11) no more than 60 days before the application is submitted.
- (3) Determine whether the applicant is eligible for the sport pilot certificate.
- (4) If a discrepancy exists that cannot be immediately corrected, return the application to the applicant. Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.
- (5) After determining that the applicant is eligible and meets all prerequisites for the sport pilot

certificate, accept the application and conduct the practical test.

**c. Issue Letter of Discontinuance.** If the applicant discontinues the practical test for reasons other than unsatisfactory performance, prepare a letter of discontinuance. (See section 1, paragraph 5-19.)

(1) Include the date of the test and all pertinent applicant, aircraft, and practical test information. (See figure 5-2.)

(2) Note the reason for the discontinuance and add a brief explanation.

(3) List the areas of operation of the practical test that were successfully completed.

(4) State that the letter of discontinuance does not extend the expiration date of the knowledge test report.

(5) State that the applicant may use the letter of discontinuance to show portions of the test that have been completed satisfactorily if application is made within 60 days from the date of the letter.

(6) State the date after which the entire practical test must be repeated.

(7) Return the application and all submitted documents to the applicant with the original copy of the letter of discontinuance.

(8) Retain one copy of the letter.

**d. Issue FAA Form 8060-4.** When the applicant has met all the requirements for the sport pilot certificate, issue FAA Form 8060-4.

(1) Prepare FAA Form 8060-4 making all entries in the appropriate blocks. Prepare a typed original and a typed duplicate or a hand written copy.

(2) Enter the word "PENDING" below line III of FAA Form 8060-4 as the certificate number. The FAA has begun renumbering all original FAA airman certificates.

(3) Enter the applicant's name as it appears on the application on line IV. However, when no middle name (NMN) is used on the application, omit the acronym on FAA Form 8060-4.

(4) Enter the applicant's address as it is shown on the application on line V of FAA Form 8060-4. If the applicant wants the permanent certificate mailed to a different address, have the applicant write a note showing the address to which the permanent certificate should be sent and attach the note to the file.

(5) Enter the date of applicant's birth. Use an eight-digit number in the following order month, day, and year (e.g., mm-dd-yyyy).

(6) Enter the applicant's height in inches rounded to the nearest inch.

(7) Enter the applicant's weight in pounds rounded to the nearest pound.

(8) Enter the color of the applicant's hair. Do not use abbreviations. Enter the color as black, red, brown, blond, or gray. If the applicant is bald, enter "bald." If the applicant wears a wig or toupee, enter the color of hair under the wig or toupee.

(9) Enter the color of the applicant's eyes. Do not use abbreviations. Enter the color as blue, brown, black, hazel, green, or gray.

(10) Enter the applicant's gender as "M" or "F."

(11) If the applicant is a citizen of the United States, enter the applicant's nationality as USA. If the applicant is a citizen of another country, enter the name of that country (e.g., Germany, not German).

(12) Enter "SPORT PILOT" for the pilot certificate or "FLIGHT INSTRUCTOR" for the instructor certificate below line IX.

(13) Leave line XII blank for the pilot certificate, or enter "SPORT PILOT" for the instructor certificate.

(14) Leave line XIII blank.

(15) Check the appropriate box to indicate whether this is an original issuance or a reissuance of this grade of certificate.

(16) Enter the date of the superseded airman certificate. This date is the date of issuance on the airman's previous certificate. Use eight-digit numbers in the following order: month, day, year (e.g., mm-dd-yyyy).



(17) Enter the date of issuance below line X in the same format as explained in subparagraph (16) above. The date of issuance is the date of completion of the practical test.

(18) Type the examiner's name, leaving room for the examiner's signature above the typewritten name.

(19) Enter the examiner's pilot certificate number. If the examiner's pilot certificate number is the same as the examiner's SSN this number need only be shown on the typed original copy that is sent to AFS-760.

NOTE: If the applicant's SSN is not included on an original FAA Form 8060-4, the FAA will assign a number.

(20) Enter the date the examiner's designation expires. Use eight-digit numbers in the following order: month, day, year (e.g., mm-dd-yyyy).

(21) Ensure that all entered information is correct and corresponds to information on the application.

(22) Ask the applicant to verify that all data on the certificate is correct and sign the FAA Form 8060-4 on line VII in ink.

(23) Sign the FAA Form 8060-4 below line X in ink and give the applicant the duplicate copy.

(24) Give the applicant the typed duplicate or a hand written copy of the FAA Form 8060-4, and attach the typed original copy to the certification file.

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

(1) Prepare FAA Form 8060-5 making all entries in the indicated blocks. Prepare a typed original and a typed duplicate or a hand written copy.

(2) Enter the applicant's name and address as they appear on the application.

(3) Indicate the certificate sought.

(4) Check the box marked "Practical" if there were unsatisfactory items on the test. Oral and flight blocks are not used.

(5) Enter the make and model of the aircraft used for the test.

(6) Enter the applicant's PIC or solo, instrument, and dual flight times as recorded in the applicant's logbook.

(7) 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 14 CFR § 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 FAA Form 8060-5 for all subsequent discontinuances. For example, if an applicant fails the oral 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" and will be maintained on the FAA Form 8060-5 for all subsequent discontinuances.

(8) Enter the number of practical test failures by the applicant for the certificate or rating sought.

(9) Enter the date of the practical test.

(10) Sign FAA Form 8060-5 in ink.

(11) Enter the examiner's designation number.

(12) Give the applicant the typed duplicate or a hand written copy of FAA Form 8060-5 and attach the typed original copy to the certification file.

**f. Prepare Certification File.** At the conclusion of the practical test, or if no practical test takes place, at the conclusion of the certification function, complete the certification file.

(1) Complete the "Designated Examiner or Airman Certification Representative Report" section on the reverse side of FAA Form 8710-11, entering the required information.

(a) Check the box indicating that the examiner has personally reviewed the applicant's logbook/training record that certifies that the individual meets the pertinent requirements of part 61 for the pilot certificate, rating, or privilege sought. This box need not be checked for 14 CFR part 141 graduates, because these applicants hold a graduation certificate.

(b) Check all other appropriate boxes and enter the required information in all applicable blocks in the “Designated Examiner or Airman Certification Representative Report” section on the reverse side of FAA Form 8710-11. Ensure that the ground, simulator, and flight times, as applicable, are noted.

(c) Enter the date of the practical test and sign the, “Designated Examiner or Airman Certification Representative Report” section on the reverse side of FAA Form 8710-11.

NOTE: This must be the date the practical test was concluded and must be the same date shown on FAA Form 8060-4 or FAA Form 8060-5.

(2) Verify that the airman identification information entered in the “Attachments” section is complete.

(3) Check all of the appropriate boxes in the attachments section and add the attachments to the completed FAA Form 8710-11.

(4) Mail the completed certification file to the AFS-610 no later than 5-calendar days after the completion of the practical test.

**5-30. TASK OUTCOMES.** Successful completion of this task results in standard application of general procedures for practical tests and certification functions. It also results in correct examiner processing of certification files and documents.

**5-31. FUTURE ACTIVITIES.** Future activities by the examiner may include the following items.

**a. Recordkeeping** for all applicants that the examiner tests for airman certificates.

**b. The examiner continues** to satisfactorily perform certification activity.

**c. Application for renewal** of designation not less than 60 days before the expiration date of the current designation.

**d. Participation in** aviation safety programs and events.

**e. The addition of** other examiner authorizations.

**f. The examiner completes** certification files.

## FIGURE 5-1. EXAMINER TEST GUIDE

Pilot Examiners should use the Examiner Test Guide and the appropriate Practical Test Standard(s) to organize their plan of action. This guide is not a substitute for a plan of action. You may modify this material to meet your specific needs. Pilot Examiners should ensure that they give three briefings to each applicant, Pretest, Preflight and Postflight.

### APPOINTMENT

1. Applicant
  - a. Name \_\_\_\_\_
  - b. Telephone \_\_\_\_\_
2. Instructor
  - a. Name \_\_\_\_\_
  - b. Telephone numbers \_\_\_\_\_
3. Practical Test
  - a. Certificate, rating, or privilege sought \_\_\_\_\_
  - b. Retest (Yes/No) Yes – FAX copy
  - c. Aircraft make and model \_\_\_\_\_
  - d. Location of test - time and date \_\_\_\_\_
4. Required Documentation
  - a. Class of airman medical certificate or valid U.S. driver's license (if applicable) \_\_\_\_\_
  - b. Valid knowledge test results (if applicable) \_\_\_\_\_
  - c. Aircraft - certificates, logbooks, and equipment \_\_\_\_\_
  - d. FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot, completed and (if required) signed by instructor \_\_\_\_\_
  - e. Special considerations - drug convictions \_\_\_\_\_
  - f. Identification - Photo/signature I.D. \_\_\_\_\_
  - g. Flight time records and requirements \_\_\_\_\_
  - h. Required endorsements \_\_\_\_\_
5. Practical Test Standards (PTS)
  - a. Are you familiar with the PTS \_\_\_\_\_
  - b. PTS checklist of required equipment \_\_\_\_\_
6. Fee \_\_\_\_\_

### PRACTICAL TEST FLIGHT PLANNING

1. Cross-country to be planned (if applicable) \_\_\_\_\_
2. Weight-and-balance computations \_\_\_\_\_
3. Aircraft performance computations \_\_\_\_\_
4. Flight planning facilities/FSS telephone numbers \_\_\_\_\_

**FIGURE 5-1. EXAMINER TEST GUIDE (CONTINUED)****DPE - AM I PREPARED?** \_\_\_\_\_**SET THE ENVIRONMENT**

1. Be on time
2. Physical testing environment
  - a. Ensure privacy
  - b. Eliminate possible interruptions
  - c. Have calls held, etc.
3. Psychological testing environment
  - a. Show genuine interest in the applicant
  - b. Be polite, courteous, receptive
  - c. Manage your prejudices
  - d. Keep personal or business problems to yourself

**PRETEST BRIEFING**

1. Put the applicant at ease (small talk, etc.)
2. Advise applicant of available comfort facilities
3. Confirm type of practical test or retest
4. Provide casual overview of the test
5. Collect/Verify the required documents specified during the appointment:
  - a. FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot \_\_\_\_\_
  - b. Photo/signature I.D. (Note type on FAA Form 8710-11 and return.) \_\_\_\_\_
  - c. Pilot Certificate (verify against I.D. and FAA Form 8710-11 and return) \_\_\_\_\_
  - d. Airman Medical Certificate or Valid U.S. Driver's License (note limitations) \_\_\_\_\_
  - e. Knowledge test results (if appropriate) \_\_\_\_\_
  - f. Logbook or training records (verify that the applicant meets all requirements and appropriate endorsements) \_\_\_\_\_
  - g. Aircraft documents (verify location and scheduled availability)
6. Verify that required equipment is available
7. Verify that applicant is aware of PTS requirements and tolerances
8. Advise the applicant that:
  - a. FAA Practical Test IAW the Sport Pilot PTS
  - b. Will be using a Plan of Action (used to organize the Practical Test)
  - c. Will be taking notes for the debrief
  - d. Perfection is not the standard

### FIGURE 5-1. EXAMINER TEST GUIDE (CONTINUED)

- e. Oral questioning will continue throughout the test
- f. Three possible outcomes are:
  - (1) Temporary airman certificate
  - (2) Notice of disapproval of application
  - (3) Letter of Discontinuance
- 9. Any Questions?
- 10. Collect Fee \_\_\_\_\_
- 11. Announce "**The test has begun!**"

#### ORAL QUESTIONING

- 1. Access all levels of learning: Rote, Understanding, Application, and Correlation. Correlation should be the objective of aviation instruction.
- 2. Scenario situations are one of the evaluator's better tools for more comprehensive testing and will, to the greatest extent practicable, test the applicant's correlative abilities. Scenarios also aid in evaluating the pilot's aeronautical decision making, knowledge, and skill.
- 3. Characteristics of a good oral test questions. Reliable, Valid, Usable, Objective, Comprehensive, and Nondiscriminating.
- 4. Did the applicant meet the OBJECTIVE of the TASK?
  - P** Did the applicant complete the *procedure* described?
  - T** Did the applicant perform the maneuver within the *tolerances*?
  - S** Did the applicant meet all *safety* considerations?

If you can answer YES to each of these questions without reservation, the applicant has satisfactorily completed the Task.
- 5. Oral questioning may continue throughout the test.

#### PREFLIGHT BRIEFING

- 1. Profile of flight test
- 2. Pilot-in-Command, 14 CFR part 61 section 61.47
- 3. Emergencies - actual and simulated
  - a. Engine failure - takeoff and landing.
  - b. Other emergencies
- 4. Transfer of controls (if applicable)
- 5. Collision avoidance (CFI applicant required to instruct)
  - a. Looking for reported traffic
  - b. Clearing the area before maneuvers
- 6. First preflight – weight-and-balance - VFR option

**FIGURE 5-1. EXAMINER TEST GUIDE (CONTINUED)**

7. Advise that oral questioning will continue - Perfection is not the standard
8. Testing with Plan of Action will continue IAW PTS
9. Will continue taking notes
10. Continue/discontinue if task is unsatisfactory
11. Answer any questions
12. Advise applicant to return aircraft documents to the aircraft
13. Begin flight evaluation

**FLIGHT TEST**

1. Be sure to take plan of action with you to the aircraft
2. Conduct flight test according to the PTS
3. No instruction
4. No second chance when maneuver is unsatisfactory
5. Continue testing if maneuver is incomplete or you need more information to make a decision
6. Unsatisfactory performance:
  - a. Exceeding aircraft limitations
  - b. Examiner intervention
  - c. Inappropriate emergency procedures
  - d. Outcome of the maneuver being seriously in doubt
  - e. Poor aeronautical decision making skills
  - f. Not within practical test standards (PTS)
  - g. Failure to apply aeronautical knowledge
  - h. Not being the master of the aircraft
  - i. Consistently exceeding tolerances
  - j. Failure to take prompt corrective action when tolerances are exceeded
7. Use realistic distractions during the flight test

**EMPHASIS AREAS**

As a result of studies into the cause factors of incidents, accidents, and violations, it is imperative that a pilot examiner give special consideration and exercise his or her most conservative aeronautical decision making skills in evaluating the applicant's knowledge of the following areas:

1. Preflight
  - a. Aircraft manuals and documentation
  - b. Pilot and airman medical certificates or valid U.S. driver's license
  - c. Weather
  - d. Airport area and surroundings

**FIGURE 5-1. EXAMINER TEST GUIDE (CONTINUED)**

2. Preflight inspections
  - a. Landing gear
  - b. Engine(s)
  - c. Adequacy of fuel supply on board the aircraft,
  - d. ATC communications and airspace considerations, if required
3. Proper use of the flight controls/brakes on the ground
4. Landing flare
5. Avoidance of objects in the air and on the ground
6. Maintenance of adequate flying speed
7. Operations to/from/on suitable terrain for takeoff/approach/landing configurations and procedures
8. Observance of minimum safe altitudes - congested and noncongested areas
9. Use of stabilized approach/flight path procedures
10. Forced landings

**POSTFLIGHT**

1. General
  - a. Reaffirm outcome
  - b. Allow applicant some time to self
  - c. Prepare temporary airman certificate/disapproval notice/letter of discontinuance
  - d. Offer to sign applicant's logbook
2. Temporary Airman Certificate
  - a. Establish a positive atmosphere
  - b. Highlight above average performance
  - c. Debrief using the plan of action
  - d. Have applicant review and sign temporary airman certificate
  - e. Examiner signs and issues temporary airman certificate
  - f. Advise of duration - 120 days
  - g. Ensure applicant has proper documents
  - h. Verify that you have the proper documents
  - i. Brief flight instructor of applicant's performance
3. Disapproval Notice
  - a. Establish a positive atmosphere

**FIGURE 5-1. EXAMINER TEST GUIDE (CONTINUED)**

- b. Highlight above average performance as well as deficient tasks
- c. Debrief using the plan of action
- d. Use PTS to explain reasons for disapproval
- e. Do not criticize the flight instructor
- f. Be alert for Denial, Anger, Bargaining, or Depression.
- g. Issue disapproval notice
- h. Advise retest credit for satisfactorily completed items is 60 days
- i. Ensure applicant has proper documents
- j. Verify that you have the proper documents
- k. Brief flight instructor of applicant's performance



**FIGURE 5-2. SAMPLE LETTER OF DISCONTINUANCE**

[applicant's name and address]

Dear \_\_\_\_\_:

On this date, [enter date], you successfully completed a portion of the practical test indicated below:

Certificate/Rating: Sport Pilot

Additional Aircraft Category Privilege: ASEL WSCL PPL Glider Rotorcraft-Gyroplane  
LTA-Free Balloon LTA-Airship

Flight Instructor: Initial/Renewal/Reinstatement

Aircraft Used: Registration #: Make/Model:

The practical test was discontinued because of: [indicate reason]

If application is made by [enter date 60 days from date of test], this letter may be used to show the following portions of the practical test which have been completed satisfactorily:

[list areas of operation satisfactorily completed]

**AFTER** [expiration date], **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]      Designation Number \_\_\_\_\_

**FIGURE 5-3. SAMPLE OF COMPUTER AIRMAN KNOWLEDGE TEST REPORT**

**U.S. DEPARTMENT OF TRANSPORTATION  
Federal Aviation Administration**

**Computer Airman Knowledge Test Report**

**NAME:** Doe, James David

**APPLICANT ID:** 123456789

**EXAM:** Sports Pilot (SPG)

**EXAM ID:** 50122020004612312

**EXAM DATE:** 03/04/04

**EXAM SITE:** LAS12345

**SCORE:** 92%

**GRADE:** Pass

**TAKE:** 1

Below are subject matter knowledge codes in which questions were answered incorrectly. For code descriptions, see the latest version of AC 60-25, Reference Materials and Subject Matter Knowledge Codes for Airman Knowledge Testing, available via the Internet: <http://afs600.faa.gov>. A single code may represent more than one incorrect response.

A65, B09

**EXPIRATION DATE:** 03/31/2006

**S A M P L E**

**DO NOT LOSE THIS REPORT**

Authorized instructor's statement. (If Applicable)

I have given Mr./Ms. \_\_\_\_\_ additional instruction in each subject area shown to be deficient and consider the applicant competent to pass the test.

Last \_\_\_\_\_ Initial \_\_\_\_\_ Cert. No. \_\_\_\_\_ Type \_\_\_\_\_  
(Print Clearly)

Signature \_\_\_\_\_

**FRAUDULENT ALTERATION OF THIS FORM BY ANY PERSON IS A BASIS FOR SUSPENSION OR REVOCATION OF ANY CERTIFICATES OR RATINGS HELD BY THAT PERSON.**

**ISSUED BY: ADMINISTRATOR  
FEDERAL AVIATION ADMINISTRATION**

**FIGURE 5-4. SAMPLE OF FAA FORM 8710-11, AIRMAN CERTIFICATE AND/OR RATING APPLICATION – SPORT PILOT (FRONT SIDE)**

Form Approved OMB No: 2120-0690

Airman Certificate and/or Rating Application - Sport Pilot																
U.S. Department of Transportation Federal Aviation Administration																
I Application Information <input type="checkbox"/> Student <input type="checkbox"/> Sport <input type="checkbox"/> Private <input type="checkbox"/> Proficiency Check <input type="checkbox"/> Additional Rating <input type="checkbox"/> Airplane <input type="checkbox"/> Gyroplane <input type="checkbox"/> Balloon <input type="checkbox"/> Airship <input type="checkbox"/> Glider <input type="checkbox"/> Powered Parachute <input type="checkbox"/> Weight Shift Control <input type="checkbox"/> Flight Instructor    Initial _____ Renewal _____ Reinstatement _____ <input type="checkbox"/> Reexamination <input type="checkbox"/> Reissuance of _____ certificate <input type="checkbox"/> Other _____																
A. Name (Last, First Middle)				B. SSN (US only)		C. Date of Birth		D. Place of Birth								
E. Address				F. Citizenship (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 In _____		I. Weight lbs. _____		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. Do you hold a US Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		V. License Number				W. State of Issuance		X. Date Issued		Y. Expiration Date						
Za. 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										Zb. Date of Final Conviction						
II Certificate, Privilege or Rating Applied For on Basis of:																
<input type="checkbox"/> A. Completion of Required Test		1. Aircraft to be used (if flight test required) 1) _____ 2) _____				2a. Total Time in this aircraft SIM/FTD 1) _____ 2) _____ SIM) FTD) hours				2b. Pilot in Command 1) _____ 2) _____ hours						
<input type="checkbox"/> B. Graduate of Approved / Accepted Course		1. Name and Location of Training Agency or Training Center								1a. Certification Number						
		2. Curriculum From Which Graduated								3. Date						
<input type="checkbox"/> C. Holder of Foreign License Issued By		1. Country				2. Grade of License				3. Number						
		4. Ratings														
III Record of Pilot Time (Do not write in the shaded areas)																
	Total	Instruction Received	Solo	Pilot In Command (PIC)	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC	Instrument	Night Instruction Received	Night Takeoff Landings	Night PIC	Night Takeoff Landing PIC	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Launches
Airplanes				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Rotorcraft (Gyroplane Only)				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Glider																
Lighter Than Air																
Weight-Shift Control																
Powered Parachute																
IV Have you failed a test for this certificate, privilege or rating? <input type="checkbox"/> Yes <input 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				

FAA Form 8710-11 (02-04)

**FIGURE 5-4A. SAMPLE OF FAA FORM 8710-11, AIRMAN CERTIFICATE AND/OR RATING APPLICATION – SPORT PILOT (REVERSE SIDE)**

<b>Instructor's Recommendation</b>			
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
<b>Air Agency's Recommendation</b>			
This applicant has successfully completed our _____ Course, and is recommended for certification, privilege or rating without further _____ test.			
Date	Agency Name and Number	Official's Signature	
		Title	
<b>Designated Examiner or Airman Certification Representative Report</b>			
<input type="checkbox"/> Student Pilot Certificate Issued (Copy attached) <input 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 pilot certificate, privilege 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 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	
		Ground	Simulator/FTD SIM) FTD)
			Flight 1) 2)
Certificate or Rating for Which Tested	Type(s) of Aircraft Used 1) 2)	Registration No.(s) 1) 2)	
Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No. Designation Expires
<b>Proficiency Check - Instructors Record</b>			
<input type="checkbox"/> I have personally reviewed this applicants pilot logbook and/or training record and certify the individual meets the pertinent requirements of 14 CFR part 61 (Subparts K (61.149) or J (61.321) for the proficiency check sought. <input type="checkbox"/> I have personally tested this applicant in accordance with the pertinent procedures and standards of 14 CFR part 61 (Subparts K or J), and find the applicant proficient in _____ and _____ light-sport aircraft. Proficiency Check: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory			
Date	Instructor's Signature (Print Name & Sign)	Certificate No.	Exp. Date:
<b>Aviation Safety Inspector or Technician Report</b>			
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.			
<input type="checkbox"/> Approved - Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved -- Disapproval Notice issued (Original Attached) Proficiency Check: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory			
Location of Test (Facility, City, State)		Duration of Test	
		Ground	Simulator/FTD SIM) FTD)
			Flight 1) 2)
Certificate or Rating for Which Tested	Type(s) of Aircraft 1) 2)	Registration No. 1) 2)	
<input type="checkbox"/> Student Pilot Certificate Issued <input type="checkbox"/> Certificate or Rating Based on <input type="checkbox"/> Flight Instructor <input type="checkbox"/> Examiner's Recommendation <input type="checkbox"/> Foreign License <input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED <input type="checkbox"/> Approved Course Graduate <input type="checkbox"/> Instructor Renewal Based on <input type="checkbox"/> Reissue or Exchange of Pilot Certificate <input type="checkbox"/> Other Approved FAA Qualification Criteria <input type="checkbox"/> Activity <input type="checkbox"/> Training Course <input type="checkbox"/> Test <input type="checkbox"/> Duties and Responsibilities			
Training Course (FIRC) Name		Graduation Certificate No.	Date
Date	Inspector's Signature (Print Name & Sign)	Certificate No.	FAA District Office
<b>Attachments:</b>			
<input type="checkbox"/> Student Pilot Certificate (copy) <input type="checkbox"/> Airman's Identification (ID) ID: _____ <input type="checkbox"/> Knowledge Test Report Form of ID _____ Name: _____ <input type="checkbox"/> Temporary Airman Certificate Number _____ Date of Birth: _____ <input type="checkbox"/> Notice of Disapproval Expiration Date _____ Certificate Number: _____ <input type="checkbox"/> Superseded Airman Certificate Telephone Number _____ Email Address: _____			

FAA Form 8710-11 (02-04)

**FIGURE 5-5. SAMPLE OF FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE**

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION II. <b>TEMPORARY AIRMAN CERTIFICATE</b>						III. CERTIFICATE NO. <b>123456</b>	
THIS CERTIFIES THAT IV. <b>JOHN ROBERT RIFFEY</b> V. <b>25555 NW 56TH</b> <b>OKLAHOMA CITY, OK 55555</b>							
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
<b>09/18/1962</b>	<b>72</b> IN.	<b>180</b>	<b>BLON</b> <b>D</b>	<b>BLUE</b>	<b>M</b>	<b>USA</b>	
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of <p style="text-align: center;"><b>SPORT PILOT</b></p>							
RATINGS AND LIMITATIONS XII. <p style="text-align: right; font-size: 1.2em;"><b>S A M P L E</b></p>							
VII. AIRMAN'S SIGNATURE XIII. THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE						DATE OF SUPERSEDED AIRMAN CERTIFICATE	
BY DIRECTION OF THE ADMINISTRATOR						EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. <b>SO-05-4621</b>	
X. DATE OF ISSUANCE  <b>03-03-2004</b>		X. SIGNATURE OF EXAMINER OR INSPECTOR <i>John Henry Jones</i> <b>JOHN HENRY JONES</b>				DATE DESIGNATION EXPIRES <b>03-31-2005</b>	
FAA Form 8060-4 (8-79) USE PREVIOUS EDITION							

**FIGURE 5-6. SAMPLE OF FAA FORM 8060-5, NOTICE OF DISAPPROVAL OF APPLICATION**

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION  <b>NOTICE OF DISAPPROVAL OF APPLICATION</b>		<b>NOTE</b> PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION	
NAME AND ADDRESS OF APPLICANT TRAYVOR EUGENE COZEE 5412 WILLS COURT OKLAHOMA CITY, OK 55555		<b>S A M P L E</b>  CERTIFICATE OR RATING SOUGHT  SPORT 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)  AIR CREATION GTE582s		FLT. TIME RECORDED IN LOGBOOK	
		PILOT-IN-COMM OR SOLO  25	INSTRUMENT  0
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING:  AREAS OF OPERATION IV, V, VI, VII, VIII  APPLICANT LOST 200 FT WHILE PERFORMING STEEP TURNS (FIRST FAILURE)			
I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate of rating sought.			
DATE OF EXAMINATION  May 10, 2004	SIGNATURE OF EXAMINER OR INSPECTOR  <i>Ronald Y. Trotz</i>  Ronald Y. Trotz		DESIGNATION OR OFFICE NO.  EA-05-8764

## CHAPTER 6. ISSUE A STUDENT PILOT CERTIFICATE

### SECTION 1. BACKGROUND

**6-1. OBJECTIVE.** The objective of this task is to determine an applicant's eligibility for a student pilot certificate under Title 14 of the Code of Federal Regulations (14 CFR) part 61. Successful completion of this task results in the issuance of a student pilot certificate.

**6-2. GENERAL.** There are two types of student pilot certificates. An aviation medical examiner issues an FAA Form 8420-2, Medical Certificate \_\_\_\_\_ Class and Student Pilot Certificate, to an applicant who meets the requirements of part 61, subpart C, for a student pilot certificate. FAA Form 8420-2 serves as both a medical certificate and a student pilot certificate. Designated Pilot Examiners (DPEs) issue FAA Form 8710-2, Student Pilot Certificate, to qualified student pilot applicants. This certificate serves only as a student pilot certificate. (See figure 6-1.) The applicant must complete FAA Form 8710-11, Airman Certificate and/or Rating Application - Sport Pilot, or FAA Form 8710-1, Airman Certificate and/or Rating Application, for the issuance of FAA Form 8710-2, Student Pilot Certificate.

**a. Applicants with Airman Medical**

**Certificates.** An applicant may hold FAA Form 8500-9, Medical Certificate (1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup>) Class (white copy). This certificate does not impart student pilot privileges. The applicant must obtain a student pilot certificate from an examiner or the Flight Standards District Office (FSDO) in order to exercise privileges as a student pilot.

**b. Examiner Authorization.** An examiner may issue a student pilot certificate to a qualified applicant without regard to the category or class of aircraft the applicant intends to pilot. Any examiner may issue the student pilot certificate regardless of category and class of aircraft or grades of certification authorized by the examiner's FAA Form 8430-9, Certificate of Authority.

**6-3. NONRENEWABLE.** Student pilot certificates are not renewable. Upon expiration of a student pilot certificate, the airman may apply for a new student pilot certificate, using the same process as for 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.

**6-4. ADDITIONAL AIRCRAFT ENDORSEMENTS.**

If the space for instructor endorsements is full, and the student is seeking endorsements for additional types of aircraft, a DPE 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 is destroyed (see figure 6-2). There is no requirement for FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot.

**6-5. thru 6-9. RESERVED**

### SECTION 2. PROCEDURES

**6-10. PREREQUISITES AND COORDINATION REQUIREMENTS.**

**a. Prerequisites.** This task requires knowledge of part 61 and designation as a DPE.

**b. Coordination.** This task requires coordination with the FSDO or the Light Sport Aviation Branch (AFS-610).

**6-11. REFERENCES, FORMS, AND JOB AIDS.**

**a. References.**

- 14 CFR part 61, subpart C

**b. Forms.**

(1) FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot, or FAA Form 8710-1, Airman Certificate and/or Rating Application.

(2) FAA Form 8710-2, Student Pilot Certificate.

**c. Job Aids.**

- Sample figures

**6-12. PROCEDURES.**

**a. Review Application.** Verify that the information on FAA Form 8710-11 is presented accurately, legibly, and is complete.

(1) In Section I, ensure that the applicant has checked the box labeled “Student.”

(2) Ensure that the remainder of FAA Form 8710-11 is filled out according to the guidance in chapter 5, section 1, paragraph 5-18.

NOTE: Sections II and III of FAA Form 8710-11 do not have to be completed for issuance of an original student pilot certificate.)

**b. Verify Applicant’s Identity.** Inspect acceptable forms of identification to establish the applicant’s identity in accordance with the procedures described in chapter 5, section 1, paragraph 5-16.

(1) Compare the forms of identification with the personal information provided by the applicant on FAA Form 8710-11.

(2) When the applicant’s identity is verified, continue.

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

(4) If the applicant’s identity appears to be different from the information supplied on FAA Form 8710-11, or it appears that an attempt at falsification has been made, immediately report the matter to the local FSDO and AFS-610 then discontinue the task.

**c. Establish Eligibility.** Determine if the applicant meets the eligibility requirements for a student pilot certificate. (See 14 CFR part 61, section 61.83.)

(1) Determine which category of aircraft the applicant intends to fly.

(a) If the applicant intends to fly gliders or balloons, the applicant must be at least 14 years of age and complete Section I.

(b) If the applicant intends to fly weight shift control, powered parachute, airplanes, gyroplanes, or airships, the applicant must be at least 16 years of age and hold a current airman medical certificate or valid U.S. driver’s license.

(2) If an airman medical certificate is required and the applicant does not have one, advise the applicant to obtain an airman medical certificate or a student airman medical certificate from an aviation medical examiner.

(3) The applicant must be able to read, speak, write, and understand the English language. If there is any doubt that the applicant meets this requirement, refer the applicant to the FSDO or AFS-610.

(4) If the applicant is ineligible, inform the applicant how the discrepancies may be corrected. An FAA Form 8060-5, Notice of Disapproval of Application, is not required and need not be issued.

**d. Applicant Meets Requirements.** If the applicant meets all of the requirements for a student pilot certificate, prepare an FAA Form 8710-2, Student Pilot Certificate, sign, and have the applicant sign, in ink, both the original and the copy. (See figure 6-1.)

(1) The FAA Form 8710-2 must be typewritten.

NOTE: The examiner should advise the applicant that an airman medical certificate or valid U.S. driver’s license is required to solo airplanes, airships, weight shift control, powered parachutes, and/or gyroplanes.

(2) The examiner should inform a student pilot seeking a sport pilot certificate that he or she shall not act as pilot in command:



aircraft;

- (a) of an aircraft other than a light sport

- (b) at night;

feet MSL;

- (d) in Class B, C, and D airspace, at an airport located in Class B, C, or D airspace, and to, from, through, or on an airport having an operational control tower without having received the ground and flight training specified in section 61.94 and an endorsement from an authorized instructor; and

(e) must comply with the provisions of section 61.89(a) and 61.89(b).

(3) The examiner should issue the original to the applicant and inform the applicant that the certificate expires 24-calendar months after the date it was issued.

**e. Complete Certification File.** Use the Integrated Airmen Certification and/or Rating Application (IACRA) to complete the Designated Examiner's Report section of FAA Form 8710-11.

**f. Subsequent Issuance.** If a student pilot certificate has expired, issue a new certificate following the same procedures as for an original issuance. The flight instructor's endorsements on the expired certificate may not be transferred to the new certificate. The student pilot retains the expired certificate as a record of the endorsements.

**g. Second Certificate.** If there is insufficient space for instructor endorsements for additional types of aircraft on a valid student pilot certificate, issue a second student pilot certificate and clearly mark on the front of the second certificate, "For Record Purposes Only."

(1) Enter the same expiration date on the second certificate as that shown on the original certificate.

(2) Line out the certificate number on the second certificate.

(3) Issue the original of the second certificate to the student and destroy the duplicate copy.

(4) An FAA Form 8710-11 is NOT required for a second certificate.

**6-13. TASK OUTCOMES.** Successful completion of this task results in the issuance of a student pilot certificate.

**6-14. FUTURE ACTIVITIES.**

**a. The examiner may issue** a new student pilot certificate to the holder of an expired student pilot certificate.

**b. The examiner may issue** the airman a second student pilot certificate for record purposes only.

**c. The applicant may return** to the examiner for a sport pilot or private pilot certification practical test.

FIGURE 6-1. SAMPLE OF FAA FORM 8420-2, MEDICAL CERTIFICATE \_\_\_\_\_ CLASS AND STUDENT PILOT CERTIFICATE

UNITED STATES OF AMERICA Department of Transportation Federal Aviation Administration		<b>FF-</b> 65432189				
<b>MEDICAL CERTIFICATE <u>3RD</u> CLASS AND STUDENT PILOT CERTIFICATE</b>						
This certifies that (Full name and address): JIM ALLEN JONES 5435 N.W. 115th OKLAHOMA CITY, OK 73169						
Date of Birth	Height	Weight	Hair	Eyes	Sex	
12/5/1972	72"	175	BLACK	BLUE	M	
has met the medical standards prescribed in part 67, Federal Aviation Regulations, for this class of Medical Certificate.						
Limitations	VALID FOR STUDENT PILOT PURPOSES ONLY					
	Date of Examination 06/7/2004			Examiner's Designation No. 543257-0		
Examiner	Signature <i>Larry A. Smith M. D.</i>					
	Typed Name LARRY A. SMITH M.D.					
AIRMAN'S SIGNATURE <i>Jim Allen Jones</i>						

FAA Form 8420-2 (3-99) Supersedes Previous Edition

**FIGURE 6-2. SAMPLE OF FAA FORM 8710-2, STUDENT PILOT CERTIFICATE (FRONT SIDE)**

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION		CERTIFICATE NO. <b>ZZ-</b>			
<b>STUDENT PILOT CERTIFICATE</b>					
THIS CERTIFIES THAT <i>(Full name and address)</i>					
ZIP CODE					
BIRTH DATE	HEIGHT IN	WEIGHT	HAIR	EYES	SEX
Has met the standards prescribed in Part 61 of the Federal Aviation Regulations for a Student Pilot Certificate,					
LIMITATIONS	1. PASSENGER CARRYING IS PROHIBITED.				
ISSUANCE DATE			EXPIRATION DATE		
ISSUED BY	SIGNATURE OF EXAMINER OR INSPECTOR			EXAM. DESIG. NO. OR INSPECTOR'S REG. NO.	
	DATE EXAMINER'S DESIG. EXPIRES:				
STUDENT PILOT'S SIGNATURE					
FAA Form 8710-2 (2-77) FORMERLY FAA FORM 8420-1					

**FIGURE 6-2A. SAMPLE OF FAA FORM 8710-2, STUDENT PILOT CERTIFICATE  
(REVERSE SIDE)**

**CONDITIONS OF ISSUE:** This certificate shall be in the personal possession of the airman at all times while exercising the privileges of his airman certificate. It is temporary for a period of 90 days; if no notice to the contrary is received within this period, it will remain in effect until the expiration date as provided in Sec.61.19(b) of the FARs, unless modified or recalled by proper authority.

**CERTIFICATED INSTRUCTORS' ENDORSEMENTS:** I certify that the holder of this certificate has met the requirements of the regulations and is competent for the following:

	DATE	MAKE AND MODEL OF AIRCRAFT	INSTRUCTOR'S SIGNATURE	INSTRUCTOR'S CERTIFICATE	
				NO.	EXP. DATE
A. TO SOLO THE FOLLOWING AIRCRAFT					
B. TO MAKE SOLO CROSS-COUNTRY FLIGHTS		AIRCRAFT CATEGORY			
		AIRPLANE			
		GLIDER			
		ROTORCRAFT			

**NOTICE:** Any alteration of this certificate is punishable by a fine not exceeding \$1,000, or imprisonment not exceeding 3 years, or both.

## CHAPTER 7. CONDUCT A SPORT PILOT CERTIFICATION

### SECTION 1. BACKGROUND

**7-1. OBJECTIVE.** The objective of this task is to determine if an applicant meets the requirements for certification as a sport pilot under Title 14 of the Code of Federal Regulations (14 CFR) part 61, subpart J. Completion of this task results in the issuance of an FAA Form 8060-4, Temporary Airman Certificate, an FAA Form 8060-5, Notice of Disapproval of Application, or a letter of discontinuance.

**7-2. GENERAL.** The sport pilot certificate was established in 2004 for persons seeking a certificate to fly aircraft that meet the definition of light sport aircraft as defined in 14 CFR part 1, section 1.1.

**a. Eligibility Requirements.** To be eligible for a sport pilot certificate for airplane, gyroplane, weight shift control, powered parachute, and airship, an applicant must be at least 17 years of age, hold at least a current third-class airman medical certificate or a valid U.S. driver's license, student pilot certificate, and meet the applicable requirements of part 61, subpart J. The airman medical certificate may be an FAA Form 8420-2, Student Airman Medical Certificate, or FAA Form 8500-9, Airman Medical Certificate. If the airman medical certificate bears any limitation, which would make a special medical flight test necessary, refer the applicant to the FSDO.

NOTE: If you are applying to operate a balloon or glider, you must be 16 years of age, and a valid U.S. driver's license or airman medical certificate is not required.

**b. Logbook Endorsements.**

(1) The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant has received and logged 3 hours of flight training within the 60 days preceding the date of an FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot, in preparation for the practical test.

(2) The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant is prepared to pass the practical test. In addition, the applicant must have a signed FAA Form 8710-11 with the authorized instructor's signature.

(3) The applicant's logbook or training record must contain an endorsement from an authorized instructor that states the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test.

(4) An applicant for a sport pilot certificate must have logged training and received a logbook endorsement from an authorized instructor on the training required by part 61, subpart J that is appropriate for the sport pilot privilege sought.

**c. Aeronautical Knowledge.** The applicant must meet the aeronautical knowledge requirements of part 61, subpart J.

(1) The applicant must present a sport pilot airman knowledge test report, if required.

(2) The holder of a sport pilot certificate is not required to take a knowledge test in order to receive a logbook entry for a category/class privilege.

**d. Aeronautical Experience.** The applicant must present acceptable evidence of meeting the minimum aeronautical experience requirements of section 61.313 or section 61.329, as applicable.

**e. Training.** The applicant must have met the applicable presolo training criteria required by section 61.87 and have received instruction in the flight proficiency requirements of section 61.313. The examiner must ensure that all required instruction is documented and all instructor logbook endorsements are present.

**f. Aeronautical Skill.** The applicant must demonstrate aeronautical skill by satisfactorily completing the practical test prescribed by section 61.307(b). The test shall be conducted in accordance with the appropriate Sport Pilot Practical Test Standard (PTS).

**g. Category and Class Privileges.** The category and class of aircraft used for the practical test will not be placed on a sport pilot certificate. A logbook entry will be required for each category/class and make and model privilege.

**7-3. thru 7-7. RESERVED**

## SECTION 2. PROCEDURES

### 7-8. PREREQUISITES AND COORDINATION REQUIREMENTS.

**a. Prerequisites.** This task requires knowledge of part 61, familiarity with the Sport Pilot PTS, and designation as an examiner in the applicable category and class.

**b. Coordination.** This task requires coordination with the Light Sport Aviation Branch (AFS-610).

### 7-9. REFERENCES, FORMS, AND JOB AIDS.

#### a. References.

- (1) 14 CFR part 61 and part 91.
- (2) FAA-S-8081-29, Sport Pilot Practical Test Standards for Airplane, Gyroplane, Glider, and Flight Instructor.
- (3) FAA-S-8081-30, Sport Pilot Practical Test Standards for Airship and Balloon, and Flight Instructor.
- (4) FAA-S-8081-31, Sport Pilot Practical Test Standards for Weight Shift Control, Powered Parachute, and Flight Instructor.

#### b. Forms.

- (1) FAA Form 8060-4, Temporary Airman Certificate.
- (2) FAA Form 8060-5, Notice of Disapproval of Application.
- (3) FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot.

#### c. Job Aids.

- Sample figures

### 7-10. PROCEDURES.

**a. Schedule Appointment.** Advise the applicant to bring the following documents and records to the appointment:

- (1) FAA Form 8710-11 shall be completed using the Integrated Airmen Certification and/or Rating Application (IACRA). The applicant shall complete Section III, Record of Pilot Time. A special emphasis item, the examiner must review the applicant's aeronautical experience recorded on the FAA Form 8710-11 and in the applicant's logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate and/or privilege sought. The completion of Section III, Record of Pilot Time, is required to be accurately and fully completed by the applicant. Per 14 CFR section 61.39(a)(7), an applicant must have a completed application and that includes completion of Section III, Record of Pilot Time.
  - (2) A student pilot certificate.
  - (3) An FAA Form 8420-2, Student Airman Medical Certificate, FAA Form 8500-9, Airman Medical Certificate or a valid U.S. driver's license;
  - (4) A sport pilot or sport pilot instructor knowledge test report, if applicable;
  - (5) A logbook or other records substantiating the aeronautical experience shown on the applicant's FAA Form 8710-11;
  - (6) The aircraft maintenance records;
  - (7) The aircraft airworthiness certificate;
  - (8) The aircraft registration;
  - (9) An acceptable form of photo identification.
- b. Applicant Arrives for Appointment.** Collect and review the documents and records listed in paragraphs 7-10.a.(1) through (9).
  - (1) If the applicant has not brought all of the necessary documents, explain what is needed and return the documents to the applicant.
  - (2) Reschedule the appointment, if requested to do so.

**c. Review Application.** Verify that the information on the FAA Form 8710-11 is presented accurately and is complete.

(1) In Section I, ensure that the applicant has checked “Sport Pilot.”

(2) Ensure that the remainder of the FAA Form 8710-11 is completed in accordance with the instructions attached to the form and the information in chapter 5, section 1, paragraph 5-18.

(3) Ensure that the flight instructor has electronically signed an endorsement no more than 60 days before the FAA Form 8710-11 was submitted. Review the applicant’s logbook or training record to ensure the applicant has received at least 3 hours of training within the preceding 60 days prior to the practical test.

**d. Verify Applicant’s Identity.** Inspect acceptable forms of identification to establish the applicant’s identity in accordance with the procedures described in chapter 5, section 1, paragraph 5-16.

(1) Compare the identification with the personal information provided on the FAA Form 8710-11.

(2) When the applicant’s identity is verified, continue with the practical test.

(3) If the applicant’s identity appears to be different from the information supplied on FAA Form 8710-11 or it appears that an attempt at falsification has been made, immediately report this to AFS-610 and discontinue the task.

**e. Establish Eligibility.** Determine if the applicant meets the specific eligibility, knowledge, and experience requirements for certification as a sport pilot. (See sections 61.305, 61.307, 61.309, 61.311, and 61.313, as applicable.)

(1) Ensure that the applicant’s holds at least a third-class airman medical certificate or valid U.S. driver’s license.

(2) Inspect the applicant’s airman medical certificate, if appropriate, to ensure that it does not bear any limitation that would make a special airman medical flight test necessary.

(3) Inspect the applicant’s student pilot certificate for current solo and solo cross-country endorsements.

(4) Check the record of flight time in Section III of FAA Form 8710-11 to determine if the applicant has the minimum aeronautical experience required for the certificate and privileges sought.

(5) Examine the applicant’s logbook and/or training record(s) to verify that all aeronautical knowledge, aeronautical experience, and required instructor endorsements are recorded (see section 2, paragraph 7-10.c.).

(6) Examine the knowledge test report.

(7) If the applicant has checked the “Yes” box of Section IV of FAA Form 8710-11, verify that the applicant meets the requirements of section 61.49.

(8) If the applicant is applying for a test on the basis of graduation from an approved training program, inspect the applicant’s graduation certificate to verify that the applicant is in compliance with the requirements of section 61.71.

(9) If the applicant is a graduate of an approved pilot school, the examiner should check the applicant’s graduation certificate to ensure that the practical test will be able to be passed within 60 days from the date on the graduation certificate. If not, the applicant must apply for the pilot certificate or privilege under part 61 and meet all the applicable aeronautical experience requirements under part 61 for the pilot certificate or privilege sought.

**f. Aircraft Requirements.** Ensure the applicant has the proper aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

**g. Discrepancies.** If a discrepancy that cannot be immediately corrected exists in any of the documents, return all documents to the applicant.

(1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(2) Reschedule the appointment, if requested to do so.

**h. Conduct Practical Test.** After determining that the applicant is eligible and meets all prerequisites for the certificate sought, accept the FAA Form 8710-11 and conduct the practical test in accordance with the guidance in the Sport Pilot PTS and chapter 5.

(1) If the practical test is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the applicant. (See chapter 5, section 2, paragraph 5-29.c.)

(2) Return all submitted documents to the applicant with the original of the letter of discontinuance.

(3) Explain how the applicant may complete the test at a later date and reschedule the test if requested to do so.

**i. Unsatisfactory Performance.** If the applicant did not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.

(1) Prepare FAA Form 8060-5, Notice of Disapproval of Application, in accordance with the guidance in chapter 5, section 1, paragraph 5-22.

(2) Sign, date, and check the appropriate boxes on the FAA Form 8060-5, Notice of Disapproval of Application. Give the applicant a copy of the FAA Form 8060-5.

(3) Return all other submitted documents to the applicant.

(4) The examiner should sign an entry in the applicant's records after the practical test. That entry must show the type of test, the duration of the flight portion, the unsatisfactory outcome of the test, and the examiner's designation number.

**j. Satisfactory Performance.** When the applicant has met all requirements for the certificate sought, prepare FAA Form 8060-4, Temporary Airman Certificate, in accordance with the guidance in chapter 5, section 1, paragraph 5-21.

(1) Verify that all information on FAA Form 8060-4 is correct. Sign the FAA Form 8060-4 and direct the applicant to sign line VII of FAA Form 8060-4.

(2) Give the applicant the copy of the FAA Form 8060-4.

(3) The examiner should sign an entry in the applicant's logbook or training records after the practical test. That entry must show the type of test, the duration of the flight portion, the successful outcome of the test, and the examiner's designation number.

**k. Complete the Certification File.** Complete the certification file in accordance with the guidance in chapter 5, section 1, paragraph 5-19.

**7-11. TASK OUTCOMES.** Completion of this task results in the issuance of FAA Form 8060-4, FAA Form 8060-5, or a letter of discontinuance.

#### **7-12. FUTURE ACTIVITIES.**

**a. The applicant may** return to upgrade the sport pilot certificate to a private pilot certificate.

**b. The applicant may** return to apply for a flight instructor certificate with a sport pilot rating.



# CHAPTER 8. CONDUCT A PRIVATE PILOT CERTIFICATION FOR WEIGHT SHIFT CONTROL AND POWERED PARACHUTE, INCLUDING ADDITIONAL CATEGORY/CLASS RATINGS AT THE PRIVATE PILOT CERTIFICATION LEVEL

## SECTION 1. BACKGROUND

**8-1. OBJECTIVE.** The objective of this task is to determine if an applicant meets the requirements for certification as a private pilot under Title 14 of the Code of Federal Regulations (14 CFR) part 61, subpart E. Completion of this task results in the issuance of an FAA Form 8420-4, Temporary Airman Certificate, an FAA Form 8060-5, Notice of Disapproval of Application, or a letter of discontinuance.

**8-2. GENERAL.** The examiner conducting the practical test ensures the applicant has the aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for the practical test.

**8-3. ELIGIBILITY REQUIREMENTS.** The applicant must meet the applicable requirements of part 61, subpart E.

### a. Graduate of an Approved Training Program.

Under the provisions of part 61, section 61.71(a), an applicant who presents an appropriate graduation certificate within 60 days after the date of graduation from an approved pilot school, certificated under 14 CFR part 141, is considered to have met the prerequisite aeronautical experience requirements of part 61, section 61.109.

### b. Graduate of an Approved School with Examining Authority.

Under the provisions of part 61, section 61.71(a), an applicant who graduated from an approved pilot school that holds examining authority is considered to have met the prerequisite eligibility requirements for the private pilot certificate if the applicant applies within 60 days of graduation and the school holds the appropriate examining authority. If not, the applicant must apply for the pilot certificate or rating under part 61 and meet all the applicable aeronautical experience requirements under part 61 for the pilot certificate or rating sought.

**c. Not a Graduate of an Approved School.** If the applicant is not a graduate of an approved pilot school, or has not applied for a private pilot certificate

within the times specified for approved school graduates, the applicant must meet all the applicable prerequisite eligibility requirements of part 61, subpart E.

**d. Aeronautical Knowledge.** A private pilot knowledge test report or private pilot test report, from an approved school with knowledge test examining authority, is the only acceptable forms of evidence that the applicant has passed the private pilot knowledge test for a private pilot certificate.

(1) The format of the knowledge test report from an approved school or computer testing designee (CTD) must include an embossed seal in the lower right corner and the testing facility's name and air agency designation number.

(2) The holder of a category rating for powered aircraft is not required to take a knowledge test for the addition of another category rating to a private pilot certificate.

**e. Aeronautical Experience.** The applicant must present a pilot logbook or other acceptable and reliable record(s) as evidence of having met the required aeronautical experience for the certificate and rating sought that substantiates the aeronautical experience shown on the FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot.

(1) If the examiner is unable to determine whether the records presented show clear evidence of the required aeronautical experience, the applicant must be referred to the Flight Standards District Office (FSDO) or the Light Sport Aviation Branch (AFS-610).

(2) An applicant for a private pilot certificate with a weight shift control or powered parachute rating must have received at least 3 hours of night flight training and an instructor endorsement in accordance with the appropriate provisions of section 61.109. Except as provided in section 61.110, the applicant's records must indicate that all required night flight training has been received.

**f. Logbook Endorsements.**

(1) The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant has received and logged 3 hours of flight training within the 60 days preceding the date of the application in preparation for the practical test.

(2) The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant is prepared to pass the practical test. In addition, the applicant must have an FAA Form 8710-11 in Integrated Airmen Certification and/or Rating Application (IACRA) with the authorized instructor's digital signature.

(3) The applicant's logbook or training record must contain an endorsement from an authorized instructor that states the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test.

(4) An applicant for a private pilot certificate must have logged training and received an logbook endorsement from an authorized instructor on the training required by section 61.107(b) that is appropriate for the private pilot rating sought.

(5) Review the applicant's student pilot certificate and logbook have the appropriate solo flight endorsement(s).

(6) Review the applicant's student pilot certificate and logbook have the appropriate solo cross country endorsement(s).

**8-4. LIMITATIONS.**

**a. Night Flying Limitations.**

(1) In accordance with section 61.110(a) a person who receives flight training in and resides in the State of Alaska:

(a) May be issued a pilot certificate with a limitation, NIGHT FLYING PROHIBITED.

(b) Must comply with the appropriate night flight training requirements of this subpart within 12 calendar months after the issuance of the pilot certificate.

(2) In accordance with section 61.110(c) a person who does not meet the night flying requirements in section 61.109(d)(2), (i)(2), or (j)(2) is:

(a) issued a private pilot certificate with the limit "Night Flying Prohibited,"

(b) which may be removed by an examiner if the holder complies with the requirements of section 61.109(d)(2), (i)(2), or (j)(2), as appropriate.

**b. Cross-Country Limitations.** The limitation, PASSENGER CARRYING PROHIBITED ON FLIGHTS MORE THAN 10 NM FROM [the appropriate island], shall be entered on the certificate of an applicant whose cross-country experience qualifies under the provisions of section 61.111(c). The limitation, HOLDER DOES NOT MEET THE CROSS-COUNTRY FLIGHT REQUIREMENTS OF ICAO, must be entered on the certificate of an applicant whose cross-country experience qualifies under the provisions of section 61.111(c). Cross-country limitations may be removed by an examiner when the certificate holder has complied with the applicable solo cross-country requirements and has passed a practical test on cross-country flying.

**c. English Language.** An applicant is required to read, speak write and understand the English language. Applicants who are unable to meet one of these requirements due to medical reasons must be referred to the FSDO.

**8-5. CATEGORIES AND CLASSES.** The category of the aircraft used for the practical test is placed on a private pilot certificate.

**a. Weight Shift Control Class Ratings.** The following class ratings are originally issued or added to private pilot weight shift control certificates.

(1) WEIGHT SHIFT CONTROL LAND

(2) WEIGHT SHIFT CONTROL SEA

**b. Powered Parachute Class Ratings.** The following class ratings are originally issued or added to private pilot powered parachute certificates.

(1) POWERED PARACHUTE LAND

(2) POWERED PARACHUTE SEA

**8-6. thru 8-9. RESERVED**

## SECTION 2. PROCEDURES

### 8-10. PREREQUISITES AND COORDINATION REQUIREMENTS.

**a. Prerequisites.** This task requires knowledge of part 61, familiarity with the Private Pilot Practical Test Standards, and designation as a PE in the applicable category and class of aircraft.

**b. Coordination.** This task requires coordination with AFS-610.

### 8-11. REFERENCES, FORMS, AND JOB AIDS.

#### a. References.

- (1) 14 CFR parts 61, 91, and 141.
- (2) Appropriate Private Pilot Practical Test Standards.

#### b. Forms.

- (1) FAA Form 8060-4, Temporary Airman Certificate.
- (2) FAA Form 8060-5, Notice of Disapproval of Application.
- (3) FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot.

#### c. Job Aids.

- Sample figures

### 8-12. PROCEDURES.

**a. Schedule Appointment.** Advise the applicant to bring the following documents and records to the appointment:

- (1) An FAA Form 8710-11 must be completed using the Integrated Airmen Certification and/or Rating Application (IACRA). A special emphasis item, the examiner must review the applicant's aeronautical experience recorded on the FAA Form 8710-11 and in the applicant's logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate and/or rating sought have been met. Per section 61.39(a)(7), the applicant is required to sign the

FAA Form 8710-11 and accurately and fully complete Section II, "Record of Pilot Time."

- (2) A student pilot certificate, or an airman certificate if for an additional category/class rating;
- (3) At least a third-class FAA Form 8500-9, Airman Medical Certificate, or FAA Form 8420-2, Student Airman Medical Certificate, if applicable;
- (4) A Private Pilot knowledge test report, if applicable;
- (5) An FAA-approved pilot school graduation certificate, if applicable;
- (6) The applicant must present a pilot logbook or other acceptable and reliable record(s) as evidence of having met the required aeronautical experience for the certificate and rating sought that substantiates the aeronautical experience shown on the FAA Form 8710-11;
- (7) The aircraft maintenance records;
- (8) The aircraft airworthiness certificate;
- (9) The aircraft registration;
- (10) The Federal Communications Commission (FCC) aircraft station license, if applicable; and
- (11) An acceptable form of photo identification.

**b. Applicant Arrives for Appointment.** Collect and review the documents and records listed in section 2, paragraphs 8-12.a.(1) through (11).

**c. Review Application.** Verify that the information on the FAA Form 8710-11 is complete and presented accurately and legibly.

- (1) In Section I on FAA Form 8710-11, ensure that the applicant has checked "Private." If the applicant is seeking an additional aircraft rating, ensure that the applicant has checked "Additional Aircraft Rating" and the appropriate aircraft category/class.
- (2) Ensure the remainder of the FAA Form 8710-11 is completed in accordance with the

instructions attached to FAA Form 8710-11 and the information in chapter 5, section 1, paragraph 5-18.

(3) Ensure that the flight instructor has signed an endorsement no more than 60 days before the FAA Form 8710-11 was submitted.

**d. Verify Applicant's Identity.** Inspect acceptable forms of identification to establish the applicant's identity in accordance with the procedures described in chapter 5, section 1, paragraph 5-16.

(1) Compare the identification with the personal information provided on the FAA Form 8710-11.

(2) When the applicant's identity is verified, continue with the practical test.

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

(4) If the applicant's identity appears to be different from the information supplied on the FAA Form 8710-11, or it appears that an attempt at falsification has been made, discontinue the task and immediately report the matter to the Flight Standards District Office (FSDO) and the Light Sport Aviation Branch (AFS-610).

**e. Establish Eligibility.** Determine if the applicant meets the specific eligibility, aeronautical knowledge, aeronautical experience, and flight proficiency requirements for certification as a private pilot.

(1) If the applicant is applying for a powered aircraft rating, ensure that the applicant holds at least a current third-class airman medical certificate.

(2) If the airman medical certificate or a Statement of Demonstrated Ability (SODA), if any, bears any limitation that would make a special medical flight test necessary, refer the applicant to AFS-610.

(3) Inspect the applicant's student pilot certificate for current solo and solo cross-country endorsements.

(4) Check the record of aeronautical experience on FAA Form 8710-11, Section III to determine if the applicant has the minimum aeronautical experience required for the certificate and rating sought (section 61.109).

(5) If the applicant is applying for a test on the basis of graduation from an approved training program, inspect the applicant's graduation certificate to verify that the applicant is in compliance with the requirements of section 61.71.

(6) If the applicant is a graduate of an approved pilot school, the examiner should check the applicant's graduation certificate to ensure that the practical test will be able to be passed within 60 days from the date on the graduation certificate. If not, the applicant must apply for the pilot certificate or rating under part 61 and meet all the applicable aeronautical experience requirements under part 61 for the pilot certificate or rating sought.

(7) Examine the applicant's logbook and/or other reliable record(s) to verify that all aeronautical knowledge, aeronautical experience, and required instructor endorsements are recorded. (See section 1, paragraph 8-3.f.)

(8) If the applicant is located on an island from which the required flights cannot be accomplished without flying more than 10 nautical miles (NMs) over water, refer to section 61.111.

(9) Examine the knowledge test report or test report from an approved school with knowledge test authority, as applicable.

(10) If the applicant has checked the "Yes" box of Section IV of FAA Form 8710-11, verify that the applicant meets the requirements of section 61.49.

**f. Requirements for an Additional Category/Class Rating.** The requirements are the same as in paragraph 8-12.e., except the knowledge test is not required if the applicant already has a powered aircraft rating.

**g. Aircraft Requirements.** Review the applicant's aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test, and then return the documents to the applicant.

**h. Discrepancies.** If a discrepancy exists in any of the document and cannot be corrected immediately, return all documents to the applicant.

(1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(2) Reschedule the appointment, if requested to do so.

**i. Conduct the Practical Test.** After determining that the applicant is eligible and meets all the prerequisites for the certificate sought, accept the FAA Form 8710-11 and conduct the practical test in accordance with the guidance in the Private Pilot Practical Test Standards and in chapter 5 of this order.

(1) If the practical test is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the applicant. (See chapter 5, section 2, paragraph 5-29.c., and figure 5-2.)

(2) Return all submitted documents to the applicant with the original of the letter of discontinuance.

(3) Explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so.

**j. Unsatisfactory Performance.** If the applicant did not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.

(1) Prepare FAA Form 8060-5 in accordance with the guidance in chapter 5, section 1, paragraph 5-22.

(2) Sign, date, and check the appropriate boxes on the FAA Form 8060-5. Give the applicant a copy of the FAA Form 8060-5 and retain the original for the certification file.

(3) Complete the FAA Form 8710-11 using the Integrated Airmen Certification and/or Rating Application (IACRA) and return all other documents to the applicant.

(4) The examiner should sign an entry in the applicant's records after the practical test. That entry must show the type of test, the duration of the flight portion,

the unsatisfactory outcome of the test, and the examiner's designation number.

**k. Satisfactory Performance.** When the applicant has satisfactorily met all requirements for the certificate sought, prepare FAA Form 8060-4 in accordance with the guidance in chapter 5, paragraph 5-21.

(1) Enter the correct limitations, if appropriate.

(a) Enter "NIGHT FLYING PROHIBITED," if appropriate.

(b) Enter "PASSENGER CARRYING PROHIBITED ON FLIGHT MORE THAN 10 NM FROM [the appropriate island]," and "HOLDER DOES NOT MEET THE CROSS-COUNTRY FLIGHT REQUIREMENTS OF ICAO," for an applicant whose cross-country aeronautical experience qualifies under section 61.111(c).

(2) Verify that all information on the FAA Form 8060-4 is correct. Sign the FAA Form 8060-4 and direct the applicant to sign on line VII.

(3) Complete the process in IACRA and give the applicant the copy of the FAA Form 8060-4.

(4) The examiner should sign an entry in the applicant's records after the practical test. That entry must show the type of test, the duration of the flight portion, the successful outcome of the test, and the examiner's designation number.

**l. Complete the Certification File.** Complete the certification file in accordance with the guidance in chapter 5, paragraph 5-19.

**8-13. TASK OUTCOMES.** Completion of this task results in the issuance of an FAA Form 8060-4, an FAA Form 8060-5, or a letter of discontinuance.

#### **8-14. FUTURE ACTIVITIES.**

**a. The applicant may return** for an added category/class.

**b. The applicant may return** for an upgraded certificate.

# CHAPTER 9. CONDUCT A FLIGHT INSTRUCTOR WITH A SPORT PILOT RATING PRACTICAL TEST FOR AN INITIAL, RENEWAL, OR REINSTATEMENT

## SECTION 1. BACKGROUND

**9-1. OBJECTIVE.** The objective of this task is to determine if an applicant meets the requirements for an initial flight instructor certificate with sport pilot rating, renewal of a current flight instructor certificate or the reinstatement of an expired flight instructor certificate. Completion of this task results in the issuance of an FAA Form 8060-4, Temporary Airman Certificate, an FAA Form 8060-5, Notice of Disapproval of Application, or a letter of discontinuance, as appropriate.

**9-2. GENERAL.** The Light Sport Aviation Branch (AFS-610) will authorize Sport Pilot Flight Instructor Examiners (SFIEs) to conduct practical tests for the original issuance, renewal or reinstatement of a flight instructor certificate.

**a. Eligibility Requirements.** To be eligible for a flight instructor certificate, an applicant must be at least 18 years of age, hold at least a current third-class airman medical certificate or a valid U.S. driver's license, sport pilot certificate or higher, and meet the applicable requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 61, subpart K.

**b. Airman Medical Certification Requirements.** An applicant for an initial flight instructor certificate with a sport pilot rating, renewal or reinstatement of an expired flight instructor certificate is required to hold at least a current third-class airman medical certificate FAA Form 8500-9, Airman Medical Certificate or a valid U.S. driver's license, if the practical test is conducted in an aircraft in flight (e.g. in an airplane, airship, gyroplane, weight-shift, or powered parachute). If the practical test does not involve use of an aircraft in flight, the applicant is not required to hold an airman medical certificate or a valid U.S. driver's license.

(1) If the applicant does not hold an airman medical certificate or valid U.S. driver's license and the practical test will be conducted in an aircraft (e.g., airplane, airship, gyroplane, weight-shift, or powered parachute), the applicant must request the examiner to agree to be the pilot in command (PIC). However, the examiner is not required to agree to be the PIC. In fact, the FAA strongly discourages examiners

from agreeing to perform PIC duties during the practical test. Examiners who agree to perform PIC duties during a practical test are advised to review section 61.47. Examiners must understand that there are possible legal liability and ramifications when agreeing to perform PIC duties during the practical test.

(2) If the airman medical certificate or valid U.S. driver's license bears any limitation, which would make a special airman medical flight test necessary, refer the applicant to AFS-610.

**c. Category and Class Privileges.** A flight instructor certificate with a sport pilot rating does not list aircraft category ratings. When the practical test for a flight instructor certificate with a sport pilot rating is successfully passed, a logbook entry will be required for all category privileges authorized.

## 9-3. GENERAL PROCEDURES FOR INITIAL CERTIFICATION.

**a. Logbook Endorsements.** An applicant for a flight instructor certificate with a sport pilot rating must present a logbook with the following endorsements, as appropriate from an authorized flight instructor. The endorsement should be similar to the sample endorsement provided in AC 61-65, Certification: Pilots and Flight and Ground Instructors.

(1) Except as provided in section 61.407(c), an applicant for a flight instructor certificate must have logged training and received a logbook endorsement on the fundamentals of instruction listed in section 61.407(a).

(2) The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant has received and logged some training within the 60 days preceding the date of the application in preparation for the practical test.

(3) The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant is prepared to pass

the practical test. In addition, the applicant must have an FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot, with the authorized instructor’s signature in Integrated Airmen Certification and/or Rating Application (IACRA).

(4) The applicant’s logbook or training record must contain an endorsement from an authorized instructor that states the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test, as appropriate.

(5) An applicant must have received flight instruction and a logbook endorsement by a flight instructor meeting the requirements of section 61.409 in the subjects appropriate to the flight instructor with a sport pilot rating.

(6) An applicant for a flight instructor certificate must have logged training and received an logbook endorsement from an authorized instructor on the training required by section 61.411 that is appropriate to the flight instructor with a sport pilot rating.

(7) An applicant for a sport pilot flight instructor-airplane privileges or sport pilot flight instructor-glider privileges must present a logbook endorsement from an authorized instructor indicating that the applicant is competent and possesses instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures in an airplane or glider, as appropriate.

(a) Except in the case of a retest after a failure for the deficiencies stated in section 61.49(b), the examiner may either accept the logbook endorsement or require the applicant to demonstrate competency and instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures.

(b) If a notice of disapproval was issued due to deficiencies in competency and instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures, the applicant is required to spin the aircraft and demonstrate competency and instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures on the retest.

(c) The examiner and the applicant are not required to wear parachutes for spin task demonstration during a flight instructor practical test.

**b. Aeronautical Knowledge.** The applicant must meet the aeronautical knowledge requirements of section 61.405(a). The flight instructor knowledge examination consists of two tests: Fundamentals of Instructing (FOI) and a test appropriate to the category privileges sought.

(1) FOI Test Alternate Criteria. An applicant for the original issuance of a flight instructor certificate need not take the FOI test if the applicant meets certain alternate criteria. However, the applicant must present appropriate documentation to the Flight Standards District Office (FSDO) or AFS-610 and obtain an authorization to use either of the following in lieu of the FOI test:

(a) A current teacher’s certificate issued by a state, county, or city authorizing the applicant to teach at an educational level of the 7<sup>th</sup> grade or higher; or

(b) Evidence of regular employment as a teacher at an accredited college or university.

(2) Test for Flight Instructor With Sport Pilot Rating. If the applicant seeks to provide training in light-sport aircraft, the applicant must receive a logbook endorsement from the authorized instructor who trained him or her on the applicable areas of operation specified in section 61.409 certifying the applicant has met the aeronautical knowledge for the category and class flight instructor privilege sought.

(a) Aeronautical Experience. The applicant must present acceptable evidence of meeting the minimum aeronautical experience requirements of sections 61.411.

(b) Aeronautical Skill. The original issuance of a flight instructor certificate with a sport pilot rating shall be issued by an SFIE. The applicant must demonstrate aeronautical skill by satisfactorily completing the practical test prescribed by section 61.405(b). The test shall be conducted in accordance with the appropriate Sport Pilot Practical Test Standard (PTS). The examiner may also require the applicant to demonstrate knowledge and skill from other PTS’s that may include sport pilot certificate or private pilot certificate, if appropriate.

**9-4. GENERAL PROCEDURES FOR RENEWAL OR REINSTATEMENT.** An SFIE is authorized to conduct the renewal or reinstatement of a flight instructor certificate with a sport pilot rating. However, the basis for

issuing the renewal or reinstatement of a flight instructor certificate shall be based on the applicant satisfactorily accomplishing a practical test (e.g., the oral and flight portions) as required by section 61.197(a)(1). The examiner may require an applicant for the renewal or reinstatement to complete all or any portion of the flight instructor practical test that the examiner deems necessary to determine the applicant's competence to hold a flight instructor certificate. But as a minimum the examiner shall evaluate the areas of operation and task designated in the appropriate Sport Pilot PTS.

**a. Endorsement Not Required.** A flight instructor endorsement is not required for the renewal or reinstatement of a flight instructor certificate except in accordance with the provisions of section 61.49 for a retest.

**b. Expiration Date.** A flight instructor certificate is renewed or reinstated with an expiration date 24-calendar months after the date of the renewal or reinstatement.

**c. Examiner Qualifications for Renewal or Reinstatements of Applicants with Multiple Category Privileges.** In order to conduct a practical test for the renewal or reinstatement of a flight instructor certificate with more than one aircraft category privilege, an examiner must be designated in at least one of the categories of aircraft to be renewed and hold SFIE authority.

**d. Renewal of All Flight Instructor Privileges.** An applicant may renew all privileges for current flight instructor certificate by satisfactorily completing one practical test. The satisfactory completion of a practical test for an additional flight instructor privilege constitutes the renewal of all flight instructor privileges listed on the certificate.

**e. Renewal of Category Privileges by Other Than a Practical Test.** An SFIE may renew holders of current flight instructor certificate with a sport pilot rating provided that the renewal only involves an administrative process and no practical test is involved. An SFIE's authority permits renewal of a current flight instructor certificate with a sport pilot rating in accordance with the flight instructor renewal provisions set forth in section 61.197(a)(2)(i) and section 61.197(a)(2)(iii) or in accordance with the FAA's Pilot Proficiency Awards Program (WINGS) Program as set forth in the Flight Standards Handbook Bulletin (Procedures for Renewing a

Flight Instructor Certificate on the Basis of Participation in the FAA's Pilot Proficiency Awards Program HBGA 00-18). Specifically, an SFIE's authority to renew holders of current flight instructor certificate with a sport pilot rating involves the following renewal procedures only:

(1) Flight Instructors who make application to renew their flight instructor certificate on the basis of having trained and endorsed, during the preceding 24-calendar months at least five students for a practical test for a certificate, rating, or privilege and at least 80 percent of those students passed that test on the first attempt (e.g. section 61.197(a)(2)(i)).

(2) Flight Instructors who make application to renew their flight instructor certificate on the basis of a graduation certificate that shows, within the preceding 3-calendar months prior to the date of application, the applicant has successfully completed an approved flight instructor refresher course in accordance with section 61.197(a)(2)(iii).

(3) Flight Instructors who make application to renew their flight instructor certificate on the basis of having participated as a flight instructor in a phase of the FAA's WINGS Program in accordance with the flight instructor renewal provisions set forth in HBGA 00-18.

**9-5. DENIAL OF RENEWAL OR REINSTATEMENT.** If an applicant is unable to meet the requirements for renewal or reinstatement of a flight instructor certificate by satisfactorily completing the applicable practical test, the examiner issues the applicant FAA Form 8060-5. If renewal or reinstatement has been denied on the basis of the applicant's piloting proficiency, the examiner should document the deficiencies and contact AFS-610. AFS-610 may consider the need for possible re-certification action.

**9-6. GOLD SEAL FLIGHT INSTRUCTOR CERTIFICATES.** A qualified flight instructor may request the issuance of a gold seal flight instructor certificate when renewing his or her flight instructor certificate or at any time the flight instructor makes application upon meeting the requirements.

**a. Gold Seal Requirements.** A gold seal certificate may be issued to a flight instructor who holds a ground instructor certificate with a basic ground instructor rating; and has met ONE of the following criteria within the past 24-calendar months:



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

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

(3) A combination of the training and testing requirements listed in section 1, paragraphs 9-9. (Two tests conducted equal one applicant trained and recommended.)

**b. Renewal of a Gold Seal Certificate.** The holder of a gold seal flight instructor certificate is not required to meet the criteria for the gold seal again. A flight instructor who qualifies for a gold seal certificate is entitled to receive another gold seal certificate on all flight instructor certificate renewals and/or reinstatements.

**9-7. CATEGORY AND CLASS PRIVILEGES FOR A FLIGHT INSTRUCTOR CERTIFICATE WITH A SPORT PILOT RATING.** The following privileges are by logbook endorsements for flight instructor certificate with sport pilot rating where applicable:

**a. Aircraft Categories.**

- (1) AIRPLANE
- (2) GYROPLANE
- (3) WEIGHT-SHIFT CONTROL

(4) POWERED PARACHUTE

(5) LIGHTER THAN AIR

(6) GLIDER

**b. Airplane Classes.**

(1) AIRPLANE LAND

(2) AIRPLANE SEA

**c. Weight-Shift Classes.**

(1) WEIGHT-SHIFT CONTROL LAND

(2) WEIGHT-SHIFT CONTROL SEA

**d. Powered Parachute Classes.**

(1) POWERED PARACHUTE LAND

(2) POWERED PARACHUTE SEA

**e. Lighter-Than-Air Classes.**

(1) AIRSHIP

(2) BALLOON

**9-8. LIMITATIONS.** There is no provision for an examiner or an FAA Aviation Safety Inspector (ASI) to issue operating limitations on a flight instructor certificate.

**9-9. thru 9-13. RESERVED**

## SECTION 2. PROCEDURES

### 9-14. PREREQUISITES AND COORDINATION REQUIREMENTS.

**a. Prerequisites.** This task requires knowledge of part 61, subpart K, familiarity with the PTS for sport pilot flight instructor practical tests, and designation as an SFIE.

**b. Coordination.** This task requires coordination with AFS-610.

### 9-15. REFERENCES, FORMS, AND JOB AIDS.

**a. References.**

(1) 14 CFR parts 61, 91, and 141.

(2) FAA-S-8081-29, Sport Pilot Practical Test Standards for Airplane, Gyroplane, Glider, and Flight Instructor.

(3) FAA-S-8081-30, Sport Pilot Practical Test Standards for Airship and Balloon, and Flight Instructor.

(4) FAA-S-8081-31, Sport Pilot Practical Test Standards for Weight Shift Control, and Flight Instructor.

(5) Other applicable PTS.

(6) AC 61-65, Certification: Pilots and Flight and Ground Instructors.

**b. Forms.**

(1) FAA Form 8060-4, Temporary Airman Certificate.

(2) FAA Form 8060-5, Notice of Disapproval of Application.

(3) FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot.

**c. Job Aids.**

- Sample figures

**9-16. PROCEDURES.**

**a. Schedule Appointment.** Advise the applicant to bring the following documents and records to the appointment:

(1) An FAA Form 8710-11 must be completed. As a special emphasis item, the examiner must review the applicant's aeronautical experience recorded on the FAA Form 8710-11 and in the applicant's logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate, rating, or privilege sought have been met. Per section 61.39(a)(7), the applicant is required to sign the FAA Form 8710-11 and accurately and fully complete Section II, "Record of Pilot Time." If the applicant is retesting after a failure, the FAA Form 8710-11 must be endorsed on the back side of the form by the applicant's flight instructor.

(2) A pilot certificate;

(3) A current or expired flight instructor certificate, if for renewal/reinstatement;

(4) A current airman medical certificate or a valid U.S. driver's license, if acting as PIC;

(5) Knowledge test report(s) or authorization to use alternate criteria for the FOI test, if applicable;

(6) An FAA-approved pilot school graduation certificate, if applicable;

(7) The applicant must present a pilot logbook or other acceptable and reliable record(s) as evidence of having met the required aeronautical experience for the certificate, rating, or privilege sought that substantiates the aeronautical experience shown on the FAA Form 8710-11;

(8) The aircraft maintenance records;

(9) The aircraft airworthiness certificate and operating limitations or approved flight manual for each aircraft to be used;

(10) The aircraft registration;

(11) The Federal Communications Commission (FCC) aircraft station license, if required; and

(12) An acceptable form of photo identification.

**b. Applicant Arrives for Appointment.** Collect and review the documents and records listed in section 2, paragraphs 9-16.a.(1) through (12).

**c. Review Application.** Verify that the information on the application is presented accurately and completely.

(1) On the FAA Form 8710-11, Section I, ensure that the applicant has checked "Sport pilot flight instructor," and noted "Initial," "Renewal," or "Reinstatement," as appropriate to the practical test being requested.

(2) Ensure that the remainder of the FAA Form 8710-11 is completed in accordance with the instructions attached to the form and the information provided in chapter 5, section 1, paragraph 5-18.

(3) If the applicant is applying for the original issuance of a flight instructor certificate with a sport pilot rating, ensure that an authorized flight instructor has

signed an endorsement within 60 days prior to the practical test.

**d. Verify Applicant's Identity.** Inspect acceptable forms of identification to establish the applicant's identity in accordance with the procedures described in chapter 5, section 1, paragraph 5-16.

(1) Compare the identification with the personal information provided on the FAA Form 8710-11.

(2) When the applicant's identity is verified, continue.

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

(4) If the applicant's identity appears to be different from the information supplied on the application, or it appears that an attempt at falsification has been made, discontinue the task and immediately and report the matter to the local FSDO and AFS-610.

**e. Establish Eligibility.** For the original issuance of a flight instructor certificate with a sport pilot rating, determine if the applicant meets the general eligibility, aeronautical knowledge, and flight proficiency requirements for the flight instructor certificate (sections 61.403, 61.405, 61.407, 61.409, and 61.411).

(1) Determine if the applicant holds at least a sport pilot certificate or higher with the appropriate category/class privilege or rating sought.

(2) Verify that the applicant holds at least a current third-class airman medical certificate or a valid U.S. driver's license, if applicable. If the applicant does not hold an airman medical certificate or a valid U.S. driver's license, decide whether to accept PIC responsibility in order to conduct the test.

(3) Determine whether the applicant is able to read, speak, write and understand the English language.

(4) If the applicant is applying for a test on the basis of graduation from an approved pilot school, inspect the applicant's graduation certificate to verify that the applicant meets the requirements of section 61.71(a)

which requires the applicant's graduation certificate is dated within 60-days of completion of the practical test.

(5) Examine the applicant's logbooks and/or other reliable record(s) to verify that all aeronautical knowledge and flight proficiency requirements are recorded. Verify the required endorsements for ground and flight instruction have been certified by an authorized flight instructor.

(6) Have the applicant present evidence of satisfactory completion, of a course of instruction in the subjects listed in section 61.407 and 61.409 or an acceptable equivalent.

(7) As applicable to the flight instructor privilege sought, inspect the applicant's knowledge test report(s), test report(s) from an approved school with knowledge test examining authority, or authorization to use acceptable alternative criteria in lieu of the FOI test.

(8) If a flight instructor is applying for renewal of his or her flight instructor certificate, determine whether the flight instructor certificate is still current. If the certificate is not current, advise the applicant that the flight instructor certificate is no longer current and that he or she must submit to a re-instatement practical test, in accordance with section 61.427.

(9) If the applicant has checked the "Yes" box of Section IV of FAA Form 8710-11 entitled "HAVE YOU FAILED A TEST FOR THIS CERTIFICATE OR RATING," verify that the applicant meets the requirements of section 61.49, if appropriate.

**f. Aircraft Requirements.** Review the aircraft's airworthiness certificate, aircraft registration, and aircraft maintenance records or logbooks for the last annual condition inspection, 100-hour inspection, if applicable, and compliance with applicable Airworthiness Directive (AD) and safety directives to determine if the aircraft is in a safe condition for flight and suitable for this practical test. Verify that the aircraft (airplane or glider) to be used is certificated for spins, if required. Aircraft used must meet the definition of light sport aircraft in accordance with 14 CFR, section 1.1. After reviewing the documents, return them to the applicant.

**g. Discrepancies.** If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all documents to the applicant.

(1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(2) Reschedule the appointment, if requested to do so.

**h. Conduct the Practical Test.** After determining that the applicant is eligible and meets all prerequisites for the flight instructor certificate and associated rating(s) or privilege(s) sought, accept the FAA Form 8710-11 and conduct the practical test in accordance with the guidance in the appropriate PTS and chapter 5 of this order.

(1) If the practical test is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the applicant. (See chapter 5, section 2, paragraph 5-29.c., and figure 5-2.)

(2) Return the application and all submitted documents to the applicant with the original of the letter of discontinuance.

(3) Explain how the applicant may complete the test at a later date.

**i. Unsatisfactory Performance.** If the applicant does not meet the applicable standards for the certificate or rating sought, inform the applicant of the reasons for the unsatisfactory performance.

(1) Prepare FAA Form 8060-5 in accordance with the guidance in chapter 5, section 1, paragraph 5-22.

(2) Sign, date, and check the appropriate boxes on the FAA Form 8060-5. Give the applicant a copy of the FAA Form 8060-5.

(3) Complete the process in IACRA, and return all other submitted documents to the applicant.

**j. Satisfactory Performance.** When the applicant has satisfactorily met all requirements for the flight

instructor certificate, prepare FAA Form 8060-4 in accordance with the guidance in chapter 5, section 1, paragraph 5-21.

(1) Endorse the appropriate flight instructor privilege in the applicant's logbook.

(2) Place the following notation on line XIII of the FAA Form 8060-4. "VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO. [ enter number ]. EXPIRES [ enter date ]".

(3) If the applicant is eligible for a gold seal flight instructor certificate, enter the notation "GOLD SEAL CERTIFICATE" in the block containing the "Original Issuance/Reissuance" boxes on the FAA Form 8060-4. (See figure 9-1.)

(4) Verify that all information on the FAA Form 8060-4 is correct. Sign the FAA Form 8060-4 and direct the applicant to sign Line VII.

(5) Retain the original FAA Form 8060-4 for the certification file, and give the applicant a copy of the FAA Form 8060-4.

**k. Complete the Certification File.** Complete the certification file in accordance with the guidance in chapter 5, section 1, paragraph 5-18.

**9-17. TASK OUTCOMES.** Completion of this task results in the issuance of an FAA Form 8060-4, an FAA Form 8060-5, or a letter of discontinuance.

#### **9-18. FUTURE ACTIVITIES.**

**a. The applicant may return** for a flight instructor renewal or reinstatement practical test.

**b. The applicant may return** for an additional flight instructor privilege.

**c. The applicant may return** to apply for a gold seal flight instructor certificate.

**FIGURE 9-1. SAMPLE OF A GOLD SEAL FLIGHT INSTRUCTOR CERTIFICATE WITH A SPORT PILOT RATING**

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION II. <b>TEMPORARY AIRMAN CERTIFICATE</b>							III. CERTIFICATE NO. 5562454CFI	
VII. AIRMAN'S SIGNATURE <b>Sandra Gail Riffey</b>	THIS CERTIFIES THAT IV. SANDRA GAIL RIFFEY V. 11255 TERRY JOE DRIVE OKLAHOMA CITY, OK 73156							
	DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
	09/15/1972	70 IN.	120	BROWN	BROWN	F	USA	
	IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of <p style="text-align: center;"><b>FLIGHT INSTRUCTOR</b></p>							
	RATINGS AND LIMITATIONS XII. <b>SPORT PILOT</b> <p style="text-align: right; font-size: 1.2em;"><b>SAMPLE</b></p> VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NUMBER 5562454 EXPIRES 03/31/2006							
	XIII. THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE <b>GOLD SEAL CERTIFICATE</b>					DATE OF SUPERSEDED AIRMAN CERTIFICATE 03/01/2002		
BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. WP-07-9810			
X. DATE OF ISSUANCE <b>03/16/2004</b>		X. SIGNATURE OF EXAMINER OR INSPECTOR <i>Tom A. Jones</i> TOM A. JONES			DATE DESIGNATION EXPIRES 05/31/2005			
FAA Form 8060-4 (8-79) USE PREVIOUS EDITION								



U.S. Department  
of Transportation

**Federal Aviation  
Administration**

### Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please let us know.

**Subject: Order 8710.7**

**To: FAA**  
**ATTN: Light Sport Aviation Branch, AFS-610**  
P.O. Box 25082  
Oklahoma City, OK 73125

**NOTE:** AFS-610 will coordinate all changes with the General Aviation and Commercial Division, AFS-800.

**(Please check all appropriate line items.)**

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

\_\_\_ Recommend paragraph \_\_\_\_\_ on page \_\_\_\_\_ be changed as follows: (Attach separate sheet if necessary.)

\_\_\_ In a future change to this directive, please include coverage on the following subject: (Briefly describe what you want added.)

\_\_\_ Other comments:

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

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

FTS Telephone Number: \_\_\_\_\_ Routing Symbol: \_\_\_\_\_