WINGS Made Easy – Validating Accredited Activity
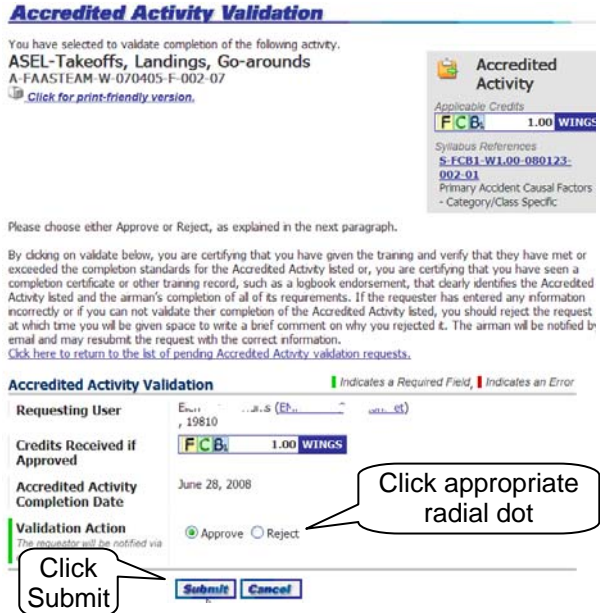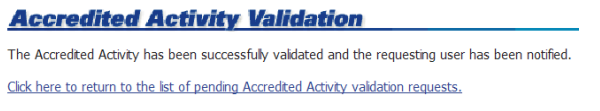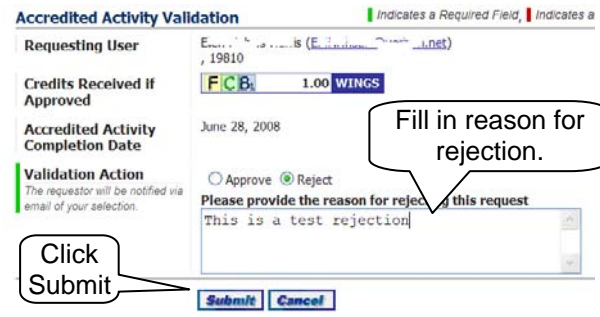
These instructions are intended to show:
- How a Flight Instructor, FAASTeam Representative or FAASTeam Program Manager (FPM) validates credit for a WINGS activity.

If a CFI does not have a **FAAsafety.gov** account, a WINGS Participant will have to contact another CFI, FAASTeam Representative or Program Manager for credit validation. If you are asked to validate training you have not given, the WINGS Participant is expected to show you proof of completion of the activity. You are validating that you have seen the documentation supporting the training; i.e. logbook entry or certificate.

You will be notified that you have a request for validation in two different ways. 1. You will receive an email from FAASafety.gov with the subject "***Accredited Activity Validation Requested***". The email will indicate who is requesting credit, what the activity is and the date completed. 2. As soon as you log into your FAASafety.gov account, you will see the notice that "***You currently have a pending Accredited Activity validation request***". 3. Each form has a link to take you to the pending validation page. If you are starting from an email, you will be asked to log into your FAASafety.gov account if you are not already logged in.	
4. The ***Validation Request(s)*** will be listed in the ***Pending Accredited Activities*** waiting validation section of the page. 5. Click on the ***Validate accredited activity button***.	

6.	The Accredited Activity Validation page will show the activity and the Requesting User. 7. Click on the **Approve** or **Reject** radial dot as is appropriate. 8. Click the **Submit** button.	**Accredited Activity Validation** You have selected to validate completion of the following activity. **ASEL-Takeoffs, Landings, Go-arounds** A-FAASTEAM-W-070405-F-002-07 *Click for print-friendly version.* *Accredited Activity* F C B 1.00 WINGS *Applicable Credits* *Syllabus References* S-FCB1-W1.00-080123-002-01 Primary Accident Causal Factors - Category/Class Specific Please choose either Approve or Reject, as explained in the next paragraph. By clicking on validate below, you are certifying that you have given the training and verify that they have met or exceeded the completion standards for the Accredited Activity listed or, you are certifying that you have seen a completion certificate or other training record, such as a logbook endorsement, that clearly identifies the Accredited Activity listed and the airman's completion of all of its requirements. If the requester has entered any information incorrectly or if you can not validate their completion of the Accredited Activity listed, you should reject the request at which time you will be given space to write a brief comment on why you rejected it. The airman will be notified by email and may resubmit the request with the correct information. *Click here to return to the list of pending Accredited Activity validation requests.* **Accredited Activity Validation** — *Indicates a Required Field, Indicates an Error* **Requesting User** — E... ...s (E..._..et), 19810 **Credits Received if Approved** — F C B 1.00 WINGS **Accredited Activity Completion Date** — June 28, 2008 **Validation Action** — *The requestor will be notified via* ● Approve ○ Reject *Click appropriate radial dot* *Click Submit* Submit Cancel
9.	If you **Approved** the request, you will see a message that the activity has been successfully validated.	**Accredited Activity Validation** The Accredited Activity has been successfully validated and the requesting user has been notified. *Click here to return to the list of pending Accredited Activity validation requests.*
10.	If you **Rejected** the request, fill in the reason for the rejection. This will be included in the FAA's email back to the requestor. *Note: Your rejection may be because you need to set up a meeting with the requestor so that you can see their activity documentation.* 11. Click on **Submit** button.	**Accredited Activity Validation** — *Indicates a Required Field, Indicates a* **Requesting User** — E... ...is (E..._..net), 19810 **Credits Received if Approved** — F C B 1.00 WINGS **Accredited Activity Completion Date** — June 28, 2008 **Validation Action** — *The requestor will be notified via email of your selection.* ○ Approve ● Reject **Please provide the reason for reject... g this request** This is a test rejection *Fill in reason for rejection.* *Click Submit* Submit Cancel
12.	If you **Rejected** the request, you will see a message that the activity has been successfully validated.	**Accredited Activity Validation** The Accredited Activity has been rejected and the requesting user has been notified with your rejection message. *Click here to return to the list of pending Accredited Activity validation requests.*
13.	After approving or rejecting a validation request, you will get an email telling you that you validated or rejected the request.	FAASafety.gov, 04:22 PM 6/28/2008, Accredited Activity Validation Completed! Subject: Accredited Activity Validation Completed! Date: Sat, 28 Jun 2008 14:22:16 -0600 From: FAASafety.gov <announce@faasafety.gov> Subject: Accredited Activity Validation Completed! X-Originating-IP: [166.70.225.214] To: p... ..._...net **FAASTeam - FAASafety.gov** The accredited activity A-FAASTEAM-W-070405-F-002-07 has been **VALIDATED** by EL... ... ...'s (p... ..._...) on 06/28/2008. Accredited Activity Number: A-FAASTEAM-W-070405-F-002-07 Accredited Activity Name: ASEL-Takeoffs, Landings, Go-arounds Accredited Activity Completion Date: **06/28/2008**

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Note: All of the WINGS Flight Credits have a page that the Participant can print and take with them when they go for their flight training.

The logbook endorsement is also shown on the Activity Information pages for flight training.

The Program Activity Course Number is shown under the flight activity name.

The Program Activity Course Number is also shown on the SPANS notice for a Safety Seminar or a Certificate that may be awarded for attending other training.

~~ End of Instructions ~~