

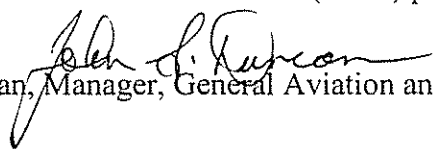


Federal Aviation Administration

Memorandum

Date: MAR 28 2008

To: All Flight Instructor Refresher Clinic (FIRC) providers

From: John S. Duncan,  Manager, General Aviation and Commercial Division,
AFS-800

Prepared by: Greg French, Aviation Safety Inspector, AFS-810, (202)267-8212

Subject: Issuance of FAA Form 8060-4, Temporary Airman Certificates to FIRC attendees

Because of several inquiries, this memorandum reminds Flight Instructor Refresher Clinic (FIRC) providers of an existing policy that may ease their paperwork workload when conducting clinics. As stated in existing guidance (below), FIRC providers do not need to issue an FAA Form 8060-4, Temporary Airman Certificate to flight instructors who have successfully attended an FAA-approved FIRC. Clinic providers must issue a sequentially numbered graduation certificate to all graduates. Such a certificate may serve as acceptable documentation instead of a Temporary Airman Certificate to allow a renewing Flight Instructor to continue to teach while waiting for receipt of the permanent Flight Instructor certificate.

If the airman is renewing within the 3 calendar month early renewal period, but outside the month of expiration, the Airman Certification Representative (ACR) must include a note with the completed and signed FAA Form 8710-1, Application for Certificate and/or Rating Application. That note should state the applicant wishes to keep their original Flight Instructor certificate expiration month (example attached). If the airman completes the FIRC in the same month of their CFI expiration date, this note is not required. If such a note is not included with the application, then the airman's permanent Flight Instructor certificate will reflect an expiration date 24 months from the date of completion of the FIRC. This may result in an expiration date different from their superseded certificate.

The relevant guidance referencing this issue is in the Combined Electronic Order 8900.1 and is copied here:

VOLUME 6 SURVEILLANCE
CHAPTER 11 OTHER SURVEILLANCE

SECTION 8 INSPECT A FLIGHT INSTRUCTOR REFRESHER CLINIC
6-2321. FSDO RESPONSIBILITIES.

B. Graduation Certificates. At the completion of each clinic, the approved organization will issue a printed graduation certificate to each successful graduate. The certificate will be sequentially numbered and contain appropriate information.

1) Part 61, § 61.3(d)(1) states that a person who holds a flight instructor certificate must have that certificate, or other documentation acceptable to the Administrator, in that person's physical possession or readily accessible in the aircraft when exercising the privileges of that Flight Instructor certificate.

2) Since it is common practice that Flight Instructors surrender their flight instructor certificates upon completion of the clinic and may have to wait a few weeks to receive their new Flight Instructor temporary airman certificate, the wording in § 61.3(d)(1), or other documentation acceptable to the Administrator, were specifically written to address this situation. The following are examples of other acceptable documentation:

- A copy of the graduation certificate
- A copy of the applicant's completed FAA Form 8710-1, Airman Certificate and/or Rating Application

3) The intent of this rule is to allow the flight instructor to have continuing flight instructor privileges after completing the FIRC/course without the rule becoming an unnecessary burden.

If you have any questions or concerns, please contact AFS-800, General Aviation and Commercial Division at (202) 267-8212, or e-mail: 9-AWA-AVS-AFS-FIRC@FAA.GOV.

To: FAA, Airmen Certification Branch,
Civil Aviation Registry

From: (FIRC Graduate Name)

By signing this document, I choose to keep the current expiration month of my flight instructor certificate in accordance with the provision of 14 CFR, 61.197 (b)(2)(ii).

_____ Print Name

_____ Signature

_____ Date