Federal Aviation Administration

WINGS
Pilot Proficiency Program
User's Guide

November 1, 2011

Contents

1. Overview

1.1. Objective

The objective of the *WINGS* program, especially at the Basic Level, is to address the primary accident causal factors that continue to plague the general aviation community, and in such a manner as to suggest mitigation strategies to avoid those accidents.

The *WINGS* **Pilot Proficiency Program** is based on the premise that pilots who maintain currency and proficiency in the basics of flight will enjoy a safer and more stress-free flying experience. Requirements for each aircraft category and class include specific subjects and flight maneuvers. The WINGS Program consists of learning activities and flight tasks selected to address the documented causal factors of aircraft accidents.

You select the category and class of aircraft in which you wish to receive training and in which you wish to demonstrate your flight proficiency to applicable standards. To ensure you receive a well-rounded learning experience, only certain activities fulfill specific credit requirements. See Section 7 for more information on this topic.

1.2. Who Can Participate

All pilots holding a U.S. pilot certificate may participate in the *WINGS* Program. To participate in flight portions of the program, pilots should contact certificated flight instructors and flight schools, and other **FAA**STeam Members, who are or will participate in the WINGS Program.

Student pilots are encouraged to participate in the WINGS Program. They will receive Phase 1 at the Basic Level upon satisfactory completion of their Private Pilot practical test and completion of an online course on Aeronautical Decision Making. Note that student pilots will initially register on FAASafety.gov as a non-airman.

For additional information on the requirements, please follow this link:

> http://faasafety.gov/WINGS/pppinfo/requirementDetails.aspx

1.3. WINGS Levels

The *WINGS* Program was recently redesigned to simplify the process of attaining or demonstrating proficiency in just a few simple steps. There are three Levels available:

- **Basic WINGS**: This level is designed for those pilots who want to establish a recurrent training program that will provide them a higher level of proficiency than merely preparing for a normal Flight Review as required by 14 CFR 61.56. Note that pilots need not accomplish the flight review requirements of 14 CFR part 61.56, if he or she has satisfactorily completed any Phase in the *WINGS* - Pilot Proficiency Program since the beginning of the 24th calendar month before the month in which that pilot acts as pilot in command.

- **Advanced WINGS**: This level is designed for those pilots who want to design a program that will take them a step above the Basic Level. It affords the pilot an opportunity, in concert with his/her instructor, to tailor a portion of the training to fit more specific needs of the individual while maintaining the requirement to demonstrate proficiency.

- **Master WINGS**: This level is designed to give even more flexibility to a pilot's need for specialized training. While most often this phase will require the use of higher PTS standards, it will also allow for the addition of specialized equipment and flight environment training scenarios.

1.4. Getting Started

You must have an account on www.FAASafety.gov to use the automated WINGS Program. (For pilots who do not have a computer, please see Section 9.3 for instructions.) By using the "Create an Account" link on the home page, you will be able to quickly accomplish this. It is not necessary to type the www in the URL; you can just type FAASafety.gov to get to the web site.

Although you may create an account by saying that you are not an airman, this will limit some functionality of your account. It is best to say you are an airman, if you are, and then provide your airman certificate number when creating your account. Once we verify your airman information, we do not store your airman certificate number.

Your account will be created and a temporary password will be emailed to the email address you provided. It is also best to add *.faasafety.gov to your Trusted Sites under Internet Options.

If you already have an account, go to your My Preferences page and click on the tab labeled, "Airman Registry." If the next page shows your name and ZIP code, you are all set! If it does not, then click on the "Locate My Airman Registry Record" button and provide the requested information to link your account to your airman information. You can have only one account on FAASafety.gov that is linked to your airman information.

1.5. A Note on Passwords

In this day and age, it is not unusual to require passwords for accounts that contain personal information, such as your WINGS information. For general and airman users, passwords are simple and need to be 4-12 characters in length and contain only alphanumeric characters.

For instructors and other credit validators (including FAASTeam Representatives and FAASTeam Program Managers), FAA IT security requirements are somewhat more stringent. Passwords must be 8-12 characters in length and MUST contain at least one upper case, one lower case, and one number or special character. In addition, if you fall into this class of user you must change your password every 90 days – just four times a year.

1.6. This Document

This document outlines the procedures to attain compliance with the WINGS Program. After you have had the opportunity to review this document and if you still have questions, please feel free to contact one of the many FAASTeam Representatives in your area (see Section 8 for instructions if you need help finding a Representative) who will be happy to answer your questions and help you participate in the program.

Thank you for your interest in aviation safety and for participating in the *WINGS* – Pilot Proficiency Program!

2.   Accessing the *WINGS* Program

You can access the *WINGS* Program from the main FAA Safety website at:

http://www.FAASafety.gov

Although the content of this page may change from time to time, the general outline is as shown below. You can access your personal *WINGS* page by first logging into the website on the upper right-hand side in the "Welcome Guest" panel. If you do not have an account, use the "Create an Account" link to register.
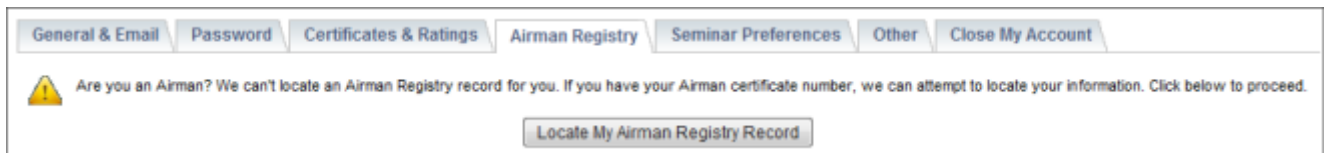
2.1.   Quick WINGS

Quick WINGS provides a quick and easy way for pilots to view and print a checklist of Activities for a Basic Phase of WINGS. The checklist will include a complete listing of activities and tasks to complete the Flight requirements, and may include online courses, seminars, and other activities to satisfy the three Knowledge requirements. *Quick WINGS* is available only for the Basic Level of the WINGS Program.

To use the Quick WINGS feature, several requirements must be met. First, you must be a pilot! The system knows you are a pilot if your account on FAASafety.gov is associated with your Airman Registry information.

If you are an "Airman", but your log in shows "User," (See log in image in Section 3.1) you must upgrade your status on FAASafety.gov before you can use Quick WINGS; you only have to do this once. Click on the "My Preferences" link from the log in area, then on the next page, click the Airman Registry tab and follow the instructions there. When this step is completed satisfactorily, return to the Home page and click the Quick WINGS link.

If your status is "User" and you do not upgrade to "Airman," you will not be able to use the Quick WINGS feature. However, your WINGS Checklist is still available from your My WINGS sumary page, and can be printed from that link.

Second, you must be logged into your FAASafety.gov account. The screen shots below show the appearance of the link to use the Quick WINGS feature. The first image shows the appearance before a user is logged in and the second image after a user logs in.
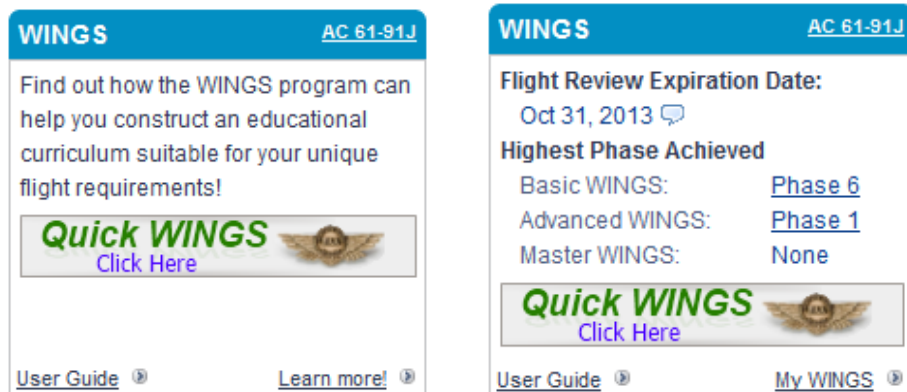
If you are not logged in when you click on the link, you will be taken to a page with additional useful information and instructions to log in to use Quick WINGS.

If you are logged in, your WINGS checklist will be displayed. Note that the checklist displayed will be for be the phase you are curently working on, even if some items are already completed. If the result in the displayed WINGS Checklist shows Flight activities that are not appropriate for you, you must revise your choices in your WINGS Profile.

3.   After You Log In

After your logon information has been verified, the logon box is replaced with the following image. Specifically, it has links that allow you to access your account, change your email address or password, and update your WINGS Profile.
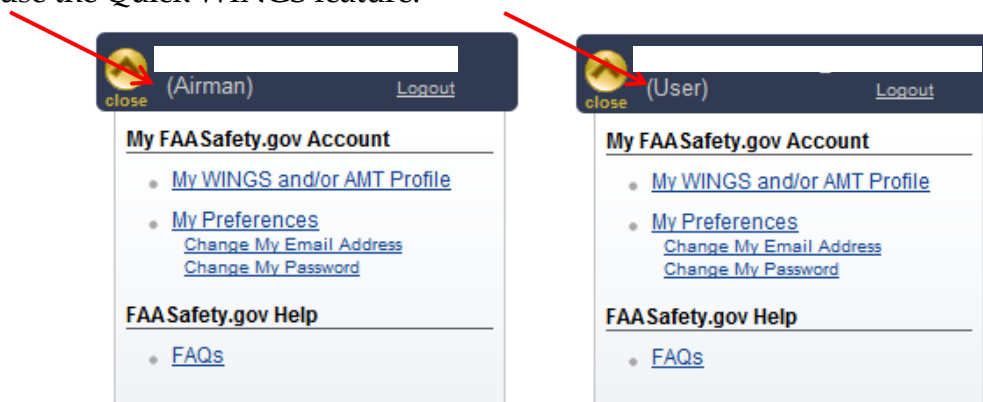

3.1.   Your Preferences

Clicking on the "My Preferences" link displays your Account Preferences page that consists of several tabs: General & Email, Password, Certificates & Ratings, Airman Registry, Seminar Preferences, Other, as well as the option to Close My Account.

Your profile, as well as your preferences, can be updated through these links which include your geographical location and the distance you are willing to travel for the Events. On the same page you can also specify the types of notifications you would like to receive. This information is used by the website to alert you of any upcoming events either online, or via email. Do not forget to click on the "Save" button below to accept the changes you made.

If you are an instructor, your account should be an "Airman" account, not a "User" account. You can upgrade your account by clicking on the Airman Registry tab under My Preferences and following the instructions there. If your status is "User" and you do not upgrade to "Airman," you will not be able to validate WINGS credits and you will not be able to use the Quick WINGS feature.

The "General & Email" tab is shown below.

3.2. Your Email Address

Your email address (the one you used to log in) is displayed in the area denoted above by the red arrow. The word "Representative" in parenthesis will be displayed under your email address, if you are a registered FAASTeam Representative. We encourage pilots who wish to share their time and energy (and their experience) to promote aviation safety through the FAASTeam to become FAASTeam Representatives. If you wish to apply, please contact the FAASTeam Program Manager in your local FSDO for additional information.

You can change your email address in the "General & Email" tab of the Account Preferences page. If you change your email address, just log in using your previous email address (which is your log in name for FAASafety.gov) and then click the link shown in this panel, "Change My Email Address."

By far, the largest numbers of requests we receive at the FAASafety.gov Help Desk involve changing your email address or password. Please follow these steps before emailing the Help Desk.

1. Your email address is your account name on FAASafety.gov. Even if you change your email address, you should still be able to log in using your previous email address and password, even if you no longer have access to that address.

2. Once logged in, simply go to your My Preferences page and update your email address. This then becomes your new account name.

3. If you do not have access to your old email account, do not request a Password Reset before you change your email address.

3.3. Home Page Portals

The balance of the page displays additional boxes, called portals, six of which are shown here:

The information is customized to your particular settings as defined in your *Preferences* page. The sections are as follows:

- **Featured Courses**: this section provides a short list of courses through which you can obtain credit in the WINGS program. A complete list may be accessed by clicking on the *View Catalog* link, or as shown later in the document.

- **Upcoming Seminars**: a list of seminars in your area. You may search for more seminars by clicking on the *Search Seminars* link.

- **Hot Topics**: a list of various auto-rotating topics is displayed in this area.

- **AMT Awards Program**: information about AMT training.

- **WINGS**: a summary of your *WINGS* progress. Specifically, the latest **Flight Review Expiration Date** is shown (as determined by the date you completed your last WINGS Phase), along with the highest earned phases of each of the three WINGS levels: Basic WINGS, Advanced WINGS, and Master WINGS.

- **Instructor Portal**: a web portal for instructors to access additional information and features. An instructor certificate is required to gain access to some of the features in this section. In addition, pilots without a computer may register, or be registered, for a "Special" FAASafety.gov account through this portal by using any computer, perhaps at the library or one used by their instructor.

Whether you are logged in or not, from the WINGS portal you can access useful information about the program:


The *WINGS – Pilot Proficiency Program Advisory Circular* is available from this link on the Home page.

This Quick WINGS link provides instant access to your WINGS Checklist – the fastest way to start the WINGS Program.

The complete *WINGS – Pilot Proficiency Program User's Guide* can be viewed (and downloaded) by clicking on the link in the lower left corner in the WINGS Portal.

The "Learn more!" link will take you to a page that displays general information about the Program.

Clicking on the "My Wings" link on the bottom of the **WINGS** portal displays your personal **WINGS** page. That same page can be accessed at any time by "hovering" on the *Pilots* menu option on the top (blue horizontal bar) and selecting the My *WINGS* option from one of the two places as shown below.
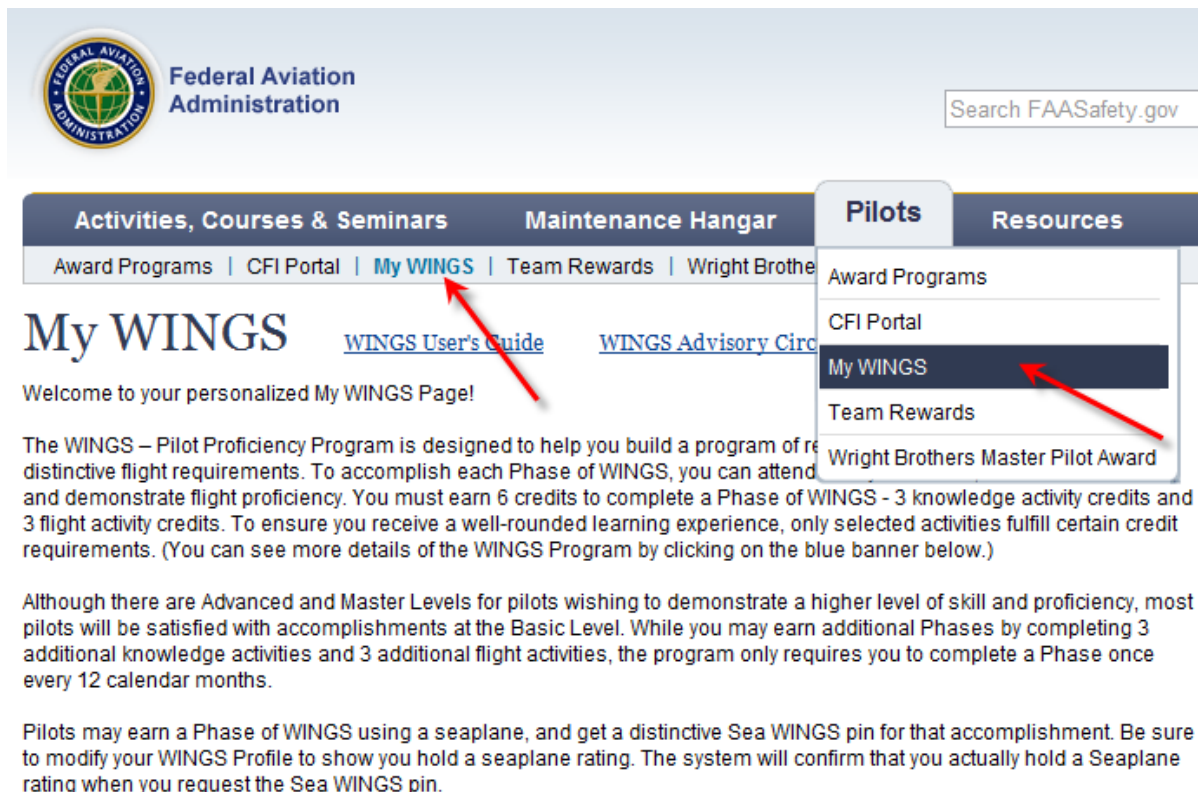
4. Your My WINGS Page

Your "My WINGS" page will look similar to the one shown below. Note that the activities displayed in your task list are dependent upon the choices you make in your WINGS Profile.

Normally, you would <u>not</u> select all aircraft categories and classes you hold. Only choose those you intend to use in completing a Phase of WINGS. In addition, if you hold a Commercial or ATP certificate, we suggest you choose the Private Pilot certificate as well. Additional WINGS information can be displayed by clicking on the link just above your WINGS summary. (For reference, it is available on Chapter 7 of this guide.)


Valuable additional WINGS information is displayed by clicking this link.

Clicking this link displays all Wings information in a printable format, called a WINGS Checklist.

To complete the Knowledge requirements, three (3) credits must be earned.
Likewise, to complete the Flight requirements, three (3) credits must be earned.

The History Timeline shows when WINGS credits were earned and when they will expire.
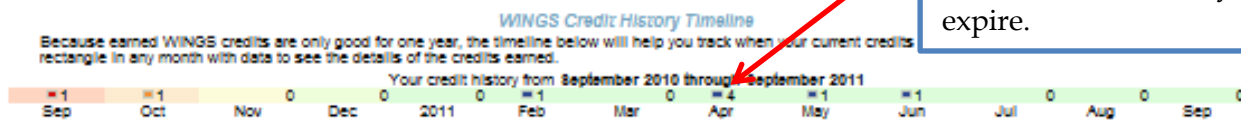
4.1. WINGS - At a Glance

This screen displays a summary of your WINGS profile that you completed when you first start the WINGS Program. It can be changed at any time by clicking on the link in your "WINGS – At a Glance" window, available when you are on your My WINGS page. In addition, it displays a summary of your progress on each level of the WINGS program that you participate.

This date is your WINGS expiration date (<u>two</u> calendar years from the date you completed the last Phase). If you have not completed another Phase before that date, a Flight Review is required.

You can print your WINGS certificates of the most recent Phase(s) by clicking on these links.

This link displays the Categories, Classes, and Certificates that you wish to use within the WINGS program (see next paragraph).

4.2. Wings Profile (Aircraft Categories, Classes, and Certificates)

These selections are used to assist in searching for Accredited Activities that interest you or that you plan to use while participating in the WINGS program. Selecting all the certificates you hold may be confusing as the system may suggest an activity in a Category or Class you do not plan to use. So, select only those you plan to use in the WINGS Program to help focus the activities pre-selected on your WINGS page.

Important!

This pilot also holds an Airplane Multiengine Land category and class rating. However, that box is not checked here because she does not plan to use a multiengine airplane in the WINGS Program.

4.3. Knowledge Activities

The *WINGS* Proficiency Program consists of participation in three (3) **Knowledge Activities** and three (3) **Flight Activities**. Knowledge activities are displayed in the brown section of the *WINGS* page, as shown below:

Three knowledge-based activity credits are required for each phase and may consist of courses and/or seminars, either online or in person. In this case, two course-based activities are required for this phase of Wings, and attendance at one seminar. It is likely that the pilot elected to go to that particular seminar. The three credits are also known as "Knowledge 1", "Knowledge 2", and "Knowledge 3," as shown. So, simply, line 1 of this table corresponds to Knowledge 1, line 2 to Knowledge 2, and line 3 to Knowledge 3. It is important to remember this as you move forward, as you will see in a moment.

Courses can be completed online at your leisure. Courses almost always have a short test at the end. Once the test has been passed satisfactorily, the credit is immediately posted on your *WINGS* page.

There is a wide range of courses you can select from. In the example above, one credit can be earned by successfully completing the course "*The Art of Aeronautical Decision Making.*" Another credit will be earned upon completion of the course "*Line Up and Wait - LUAW.*" These two courses have either been suggested by the WINGS program, or you have selected them from a list of available courses. You have only enrolled on the second.

In addition, the seminar "*Say Again? Radio Communication Done Right*" is coming up, but you have not registered yet.

Clicking on *Enroll* will enroll you in the selected activity (*The Art of Aeronautical Decision Making*) and clicking on Register will register you for the seminar.

Clicking on *Search* will display a list of other courses and activities that you can select from, as shown here:

In this example, there are 5 activities (above the red line) that are free of charge and several other activities (only two are shown) that have an associated fee. You may choose either a free or a paid activity. Although in most cases you would select a free activity, you may want to browse the paid activities as well, as some of them have a small associated fee, but provide significant knowledge and/or training that may not be available in the free activities. The FAASTeam is making significant efforts to add new free activities for all three knowledge requirements, so that pilots have a wider range of choices every year.

Next to each Activity the Credit Type is shown. An activity may satisfy more than one credit. For example, the 4th line (Flight Activity) satisfies 1 credit for Basic Flight 1 activity, 1 credit for Basic Flight 2 activity, 1 credit for Basic Flight 2 activity, as well as 1 credit for each of the Basic Knowledge 1, 2, and 3 topics.

You will notice that a little summary table showing the flight and knowledge credits along with a green dot ● or a black square ▣ is shown next to the activities. The green dot indicates that this credit can be applied to your current phase of WINGS, while a black square indicates that this credit may be used in future phases of WINGS.

The example below may create some confusion that requires clarification. You displayed the list of those activities above by clicking on *Search* next to Knowledge 1, so all those activities would be acceptable, so double-checking whether they qualify for that activity is not necessary. However, you can search for activities and/or courses from other menu options where all the activities are listed regardless of activity type. That is where the credit table is more useful.

Finally, clicking on the title of the course displays a short description of what the course is all about and provides two options: *Enroll* or *Preview*.

4.4. Preview a Course

The *Preview* option allows you to read through the course material before you decide to enroll. If you are satisfied with the contents of the course, you can then enroll. Even after you enroll, you have the option to withdraw from the course and select another course in its place. You must be logged in and enroll if you want the WINGS and / or AMT credits to appear in your account.

Here is an example of a page after the *Preview Course* button was clicked on.

Some courses are text-based, as is the case here. Others may consist of a lot more content, including audio/video material that will be presented in a separate window. The buttons on the top (Intro, 1, 2, 3, 4, 5, Review, and Exam) allow you to navigate from page to page in the course. Once you have completed the review, make sure to click on "Exam" to complete the end-of-course exam and earn credit for that course. Review and Exam are only available after you enroll for the course. The Exam button is only available after you have completed all the chapters, including the Intro and Review.

4.5. Definitions Unique to the WINGS Program

An "Accredited Activity" is an activity that has been approved by the FAA for use in the WINGS Program. A "Validator" is a person, including all FAA-certificated instructors, who has the authority to validate your request for WINGS credit, or who can give immediate credit for successful completion of an activity. "Validation" is the process of certifying that an accredited activity has been successfully completed. "Current" means earned within the previous 12 calendar months.

4.6. External or 3rd Party Online Courses

The FAASTeam may occasionally point to other websites where credits for WINGS can be earned. In this example, the course "*A Direct Approach to Class B Airspace VFR Operations*" is offered by **LearningZen** ®. This is clearly indicated in the top of the Preview page.

The external website may require that you register separately to complete the course. As long as you register with the same email address that you used to register on FAASAfety.gov, and therefore the WINGS program, your credit will seamlessly appear on your WINGS page as soon as you have completed the course on the external website.

This is important enough to repeat: You must use the same email address on the external site as you do on FAASafety.gov to get automated WINGS credit!

4.7. Flight Activities

In addition to the three knowledge activities that you have to complete, three (3) Flight Activities are also required. The example below shows three requirements, all of which have already been met.

Flight Activities ⓘ				
CREDIT	**TYPE**	**TITLE**	**STATUS**	**MORE**
1 credit Flight 1	Flight A111011-1	LTAB-Tethered Flight (Pvt, Comm'l, Sport)	✔ Completed on 10/12/2011	
1 credit Flight 2	Flight A111011-1	LTAB-Tethered Flight (Pvt, Comm'l, Sport)	✔ Completed on 10/12/2011	
1 credit Flight 3	Flight A111011-1	LTAB-Tethered Flight (Pvt, Comm'l, Sport)	✔ Completed on 10/12/2011	

Although we recommend you schedule the three Flight Activities over three more-or-less even intervals during a year, you may combine activities in a single day, if you wish. You do not need to enroll in a Flight Activity. You can search for other activities by clicking on *Search* as we did in the Knowledge section, or you can pursue the recommended activity as shown here.

Additionally, you should know that an activity valued at one (1) credit does not necessarily equal one hour of flight training. Your CFI decides when you have successfully completed this activity and can, in most cases, be shorter than one hour of flight time. That flexibility makes the WINGS effort not much more expensive than a standard flight review.

Flight Activities require that the CFI give you credit after the flight(s) have been completed. In addition, the CFI must sign your logbook and may choose to use the standard phraseology recommended by the WINGS Program (See Section 9.4).

Note that all WINGS activities, Knowledge and Flight, must be completed within a 12-month period to qualify for completion of a Phase of WINGS.

4.8. Activity Requirements

Before you schedule a flight with your CFI, you may wish to look at the requirements of the activity. One quick way to do that, if you are eligible, is to click on the Quick WINGS link on the Home page and print all the requirements for the phase of WINGS you are working on. You can also find this print link on your My WINGS page.

Another way is to click on the individual activity title - in this case "*ASEL-Airport Operations (Pvt, Comm'l, ATP).*" In this case, individual activity requirements are shown. The following page will be displayed:

Accredited Activity Information

Name: ASEL-Airport Operations (Pvt, Comm'l, ATP) (print friendly)

Credits:
As of 9/21/2011, Does a Credit Apply t_____OS?
🟢 Indicates the credit(s) can apply to your Current Phase of WINGS.
🔲 Indicates the credit(s) may apply to a Future Phase of WINGS.

🟢 1 credit for Basic Flight 3

Activity Number: A100125-07

Syllabus: S-BF3-VV1.00-080128-002-02
Accident Causal Factors - Basic Flying Skills

[Request Credit!]

From the Private Pilot Practical Test Standards for Airplane

1. Area of Operation II, Task A: Preflight Inspection
2. Area of Operation II, Task D: Taxiing
3. Area of Operation III, Task A: Radio Communications and ATC Light Signals
4. Area of Operation III, Task B: Traffic Patterns
5. Area of Operation III, Task C: Airport, Runway, and Taxiway Signs, Markings, and Lighting
6. Area of Operation IV, Task E: Short-Field Takeoff and Maximum Performance Climb

Note: The Practical Test Standards for Sport, Recreational, and Private Pilot - Airplane do not authorize the use of FAA-qualified and approved flight simulators or flight training devices in lieu of an appropriate aircraft.

Print this page and take it with you on the flight. This will help you and your CFI complete this task as required. As the Accredited Activity Information page shows, you need to complete the 6 tasks listed here. There is no minimum time required for each of the 6 tasks, or for the activity as a whole. Your CFI will judge when this activity has been completed satisfactorily. You can, and should print the entire list of requirements (with details) by clicking on the printer icon 🖨 shown at the top of the summary. It looks like this.

Basic - Phase 5 Started on: 10/26/2010 (Must be completed before 10/31/2011)   Print this Checklist 🖨

Schedule a flight with your CFI and when the activity has been completed, you may want to ask your CFI to endorse your logbook as follows:

> *"I certify that (pilot's name), holder of pilot certificate No. XXXXX, has satisfactorily demonstrated proficiency in the required tasks as outlined in the WINGS - Pilot Proficiency Program, activity number XXX on (date)."*
> *Instructor Name, Certificate Number, Expiration Date, and Signature*

4.9.   How to Get WINGS Credit

After flying, return to your WINGS page where you may click on the *When Complete, Request Credit* link to request credit from your CFI. (NOTE: If your instructor is going to give you "Immediate Credit" do not use this procedure. Of course, if the credit does not show up in your account in a day or two, then feel free to use this procedure.) You will be directed to the **Accredited Activity Validation** page where you need to fill out the date the flight took place and specify your CFI. You can search for your CFI from the "*Find a Validator*", or the "*Name*" tab either by ZIP code, or by name, or by email address, if you know it. Please note that the ZIP code entry is the ZIP code of the home address of your CFI (or whichever address she/he has registered in the system), so it may not be easy to

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locate. In most cases, the *Name* search option may be the more viable option. The system will, then, notify your CFI, who will then be required to validate the activity online. Once validated, your Flight Activity will be shown as satisfied on your WINGS page.

Once you request a validation from your CFI, you no longer need to search for the same CFI again. Her/his name would be listed in the "*Recent Validators*" tab, where you can quickly reselect the name. As an alternative, your CFI may elect to give you immediate credit for a flight activity through the CFI Portal on the Home Page. In this case, you <u>must not</u> request credit using the link on your My WINGS page.

If you do use this procedure and request credit through the FAASafety.gov system, your CFI <u>cannot</u> use the Give Immediate Credit option in the CFI Portal.

5.   Your WINGS Certificate

When all three knowledge activities and all three flight activities have been completed, you have earned a new WINGS Phase. In the example below, all activities were completed and a Basic WINGS Phase 3 was completed on August 12, 2011.

Clicking on *View Certificate* displays your WINGS certificate, customized with your name and completion date. This certificate is proof of completion of a phase of WINGS and can be used in place of your flight review. The 2nd page of the completion certificate also presents a separate wallet-sized certificate with your flight review information. The system will also send you an email confirming that your Wings Phase was completed.

Clicking on "Start Working on Phase X" on that same screen removes all your completed courses and flight activities and allows you to start working on the next Phase.

As previously discussed, three WINGS levels exist. Progress and planning of the other levels can be accessed from the corresponding tabs.

If you wish to demonstrate a higher level of proficiency, you can participate in more than one WINGS level. The Basic level, however, is all that is required to fulfill your flight review requirements. If you do decide to participate in higher WINGS levels, please note that a <u>flight</u> activity completed at, say, the Commercial level, may satisfy the requirements of both the Basic WINGS <u>and</u> Advanced WINGS activities. Two separate flights may not be required. Please check the appropriate Activity Information page and discuss the specific activity requirements with your CFI.

Note also that completion of a phase of WINGS at the Basic level is required at least once every 12 calendar months in order to be awarded a phase at a higher level.

5.1.   WINGS History

Finally, the **WINGS Logbook** tab displays the history of all your previously earned phases, as shown here:
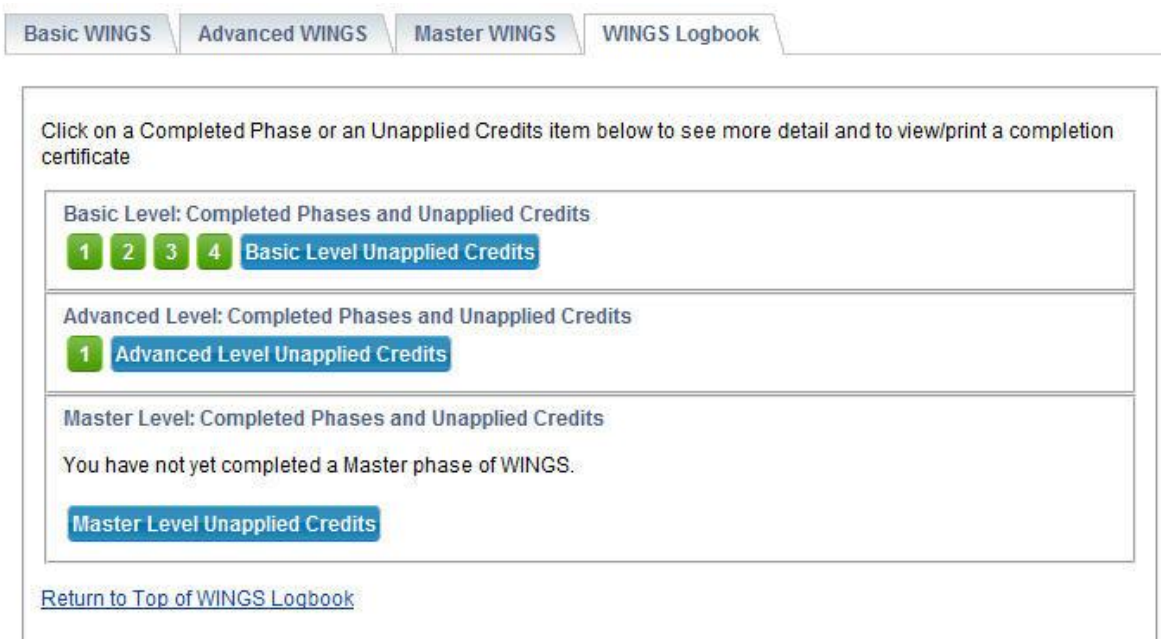
In the above example, as shown by the green numbered boxes, the pilot has completed four WINGS Phases (1, 2, 3, and 4) and is currently working on Phase 5 of the Basic Level. The pilot has also completed an Advanced Level WINGS Phase 1 and currently working on Phase 2 of that Level. No phases have been completed at the Master Level.

As described in more detail below, the blue colored boxes contain a list of all earned activities, if any, that have not yet been applied to a completed phase of WINGS. Click on the box to see the list.

Clicking on any of the green buttons corresponding to a phase displays all your activity for that phase and, at the same time, allows you to print any previous Phase Certificates you may need. Your current Flight Review certificate is also available through this link, as can be seen in the example below after clicking on the Phase 4 green button.

KNOWLEDGE ACTIVITIES			
CREDIT	TYPE	TITLE	COMPLETED
1 credit Knowledge 1	Course ALC-62	Aeronautical Decision Making . . . for VFR Pilots ✓	05/04/2010
1 credit Knowledge 2	Course ALC-45	TIPH (Outdated) ✓	03/17/2010
.5 credit Knowledge 3	Seminar GL1323531	FAASafety.gov / We Listened! WINGS is Getting ✓ Better, 11:30-12:45	07/28/2009
1 credit Knowledge 3	Course ALC-44	Hot Air Balloon Maintenance for Pilots ✓	12/26/2009

FLIGHT ACTIVITIES			
CREDIT	TYPE	TITLE	COMPLETED
1 credit Flight 1	Flight Activity A070405-37	LTAB-Takeoffs, Launches, Landings (Pvt, ✓ Comm'l)	05/09/2009
1 credit Flight 2	Flight Activity A070405-38	LTAB-Preflight Planning and Preparation (Pvt, ✓ Comm'l)	05/09/2009
1 credit Flight 3	Flight Activity A070405-39	LTAB-In Flight Maneuvers (Pvt, Comm'l) ✓	05/09/2009

A WINGS Completion Certificate looks like this:

And the Flight Review certificate looks like this:

In addition, clicking on the Blue link, "Basic Level Unapplied Credits," will display all earned but unapplied credits at that Level. The same information can be obtained by clicking on the Advanced and Master links.

Because the phase you are currently working on is not yet earned, this view displays credits that will be used for the current phase, as well.

You can see below that while Flight 1 & 3 topics are completed for this phase, the Flight 2 topic is not yet complete. In the same manner, you can see that the Knowledge 1 & 2 topics have yet to be completed.

6.   Team Member Rewards

When you have earned a phase of Wings, you may wish to direct your browser to the *Team Member Rewards* page accessible from the menu by "hovering" your mouse over the Pilots tab and selecting the "*Team Rewards*" option, as shown below:

You will, then, be directed to the appropriate page, where a table will confirm that you are eligible for a WINGS Lapel Pin for your current Phase. The pin is kindly offered by the **Avemco Insurance Company**. All you need to do is check the box under "Select Rewards" and then click on *Send*. Within a couple of weeks you will receive your WINGS Pin in the mail. Note that pins are provided for earning each level of WINGS, not each phase.

7.   General WINGS Information

Participants may be interested in the following general information that describes how knowledge and flight activities are categorized.

The *WINGS* – Pilot Proficiency Program consists of three Levels – Basic, Advanced, and Master. Each Level requires an increased level of proficiency. For example, if a participant completes the Basic Level using Private Pilot standards, then the Advanced Level will consist of Commercial Pilot standards, and the Master Level will consist of ATP and/or CFI standards.

Participants can earn as many Phases in each Level as they wish. Phases are completed by accomplishing three Knowledge and three Flight requirements for each phase. Specific activities fill specified requirements in the WINGS Program.

Each of the elements in the WINGS program is based on an accident causal factor. Primary accident causal factors are addressed at the Basic Level. Other accident causal factors are addressed at the Advanced and Master Levels.

In addition, because of the large number of reported runway incursions by General Aviation aircraft, and the real potential for a catastrophic accident, a thorough discussion of the decision-making principles associated with Runway Safety is a required subject (after September 15, 2011) for the Knowledge 1 - Aeronautical Decision Making activity.

Basic Level:
- Knowledge 1 - Aeronautical Decision Making
- Knowledge 2 - Performance and Limitations
- Knowledge 3 – Preflight Planning, Risk Management, and Fuel Management
    - Alternate - Other Subjects (shown on next page)
- Flight 1 - Takeoffs and Landings
- Flight 2 - Positive Aircraft Control
- Flight 3 - Basic Flying Skills

Advanced Level:
- Knowledge 1 – Preflight Planning
- Knowledge 2 – Other Subjects (shown on next page)
- Knowledge 2 – Other Subjects (shown on next page)
- Flight 1 – Category/Class Specific causal factors
- Flight 2 – Category/Class Specific causal factors
- Flight 2 – Category/Class Specific causal factors

Master Level:
- Knowledge 1 - Preflight Planning and More
- Knowledge 2 - Other Subjects (shown on next page)
- Knowledge 2 - Other Subjects (shown on next page)
- Flight 1 - Category/Class Specific causal factors
- Flight 2 - Category/Class Specific causal factors
- Flight 2 - Category/Class Specific causal factors

Note: Category/Class Specific causal factors were determined after a review of accidents for a 2-year period and are specific for a Category and Class of aircraft.

The Other Subjects that may be used to determine activity requirements are:

- Basic Flying Skills
- Human Factors
- Takeoffs, Launches, Landings, & Go-Arounds
- Weather, including VFR into IMC
- Aerial Application
- Aeromedical Factors
- Aviation Security
- Controlled Flight Into Terrain (CFIT)
- Checklist Usage
- Collision Avoidance
- Cross Country Flight Planning, including Pilotage, Dead Reckoning, Navigation Systems, or Charts
- Density Altitude Operations
- Emergency Training, including Egress Training and Land & Water Survival
- Exchange of Flight Controls
- High Altitude Operations
- Land and Hold Short Operations
- Maintenance and/or Airworthiness Related Issues
- Regulations
- Runway Incursion Avoidance
- Special Use Airspace
- Stall/Spin Awareness
- Temporary Flight Restrictions
- Wake Turbulence Avoidance
- Wire Strike Avoidance

The first four subjects are Primary Accident Causal Factors, and are specifically addressed at the Basic Level of the WINGS Program; the others are Additional Accident Causal Factors and can be addressed in any of the WINGS Levels.

8.   Epilogue

We hope that this short guide will help you get started on the FAA's WINGS Program, or, if you have already enrolled, that it will address some of the issues and questions you may have. Again, thank you for participating in the **WINGS** – Pilot Proficiency Program!

If you require additional assistance with the program, please do not hesitate to contact one of the many FAASTeam representatives in your area, who will be happy to guide you through the process of enrolling and completing the program.

You can find FAASTeam Representatives (who are volunteers) and FAASTeam Program Managers (who are FAA employees) in your area by using the FAASTeam Directory search portal on the Home page, as shown below. You can enter the city or state, but not both. Your local FAASTeam Representative can also assist in validating flight and ground activities.

Also, note that a WINGS Achievement Roster, available on the Home page, tells you how many pilots have earned a phase of WINGS and displays their name in a list.

9.   Especially for Flight Instructors

The objective of the *WINGS* – Pilot Proficiency Program is to reduce the number of accidents in General Aviation (GA) by assisting airmen to find educational opportunities designed to help them apply the principles of risk assessment and risk management. When properly applied, these principles will help mitigate accident causal factors associated with common pilot errors, lack of proficiency, and faulty knowledge. The Federal Aviation Administration's purpose is to encourage the majority of GA pilots, through WINGS, to engage in ongoing, targeted flying tasks and learning activities keyed to identified risks and which are designed to mitigate those risks.
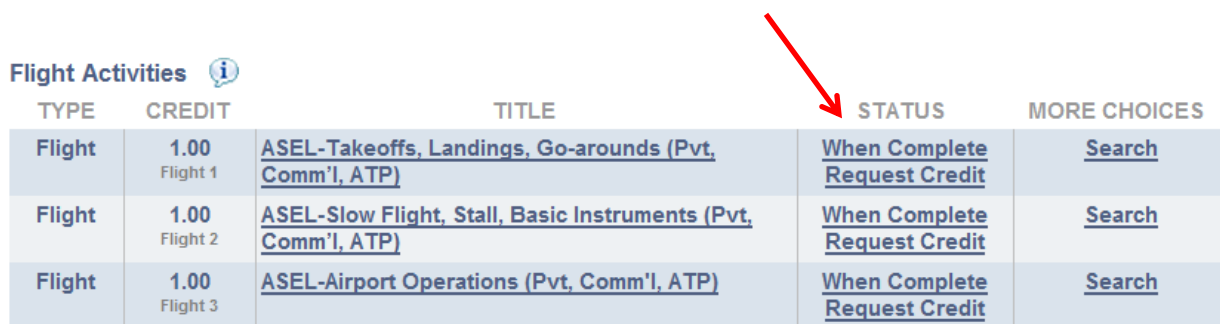
As an instructor, you are an integral part of the aviation community, and by modeling best practices, play an important role in reducing the number of GA accidents. Because of this vital role, we strongly encourage you to earn a phase of WINGS yourself. However, there is no requirement for you to hold a current phase of WINGS to provide WINGS-qualified instruction.

Nonetheless, you are encouraged to participate in the *WINGS* – Pilot Proficiency Program for a number of reasons, not the least of which is that you will maintain your own flying skills. Another reason is that pilots will come to you to participate in the WINGS Program and when you are more at ease with the WINGS Program, pilots will have a better overall experience.

9.1.   WINGS Credit Validation – Pilot Initiated

Besides flying with and evaluating the proficiency of pilots, you have another role to play: the role of WINGS credit validator. There are two primary methods for pilots to get WINGS credit for their demonstration of proficiency. The first is dependent upon the pilot to initiate and the second upon you.

In the first case, pilots will go to their My WINGS summary page, and click on the *Request Credit* link. The next page will help them select the person they want to validate the credit request. In most cases, this would be you!

You can expect to receive an automated email reminding you that a credit request needs your attention. You do not need to wait to receive this automated email to validate a credit request. When you log in to your account on FAASafety.gov, click on the *Pending Validation Requests* link under your login information. Note the Red Flag which calls this to your attention.
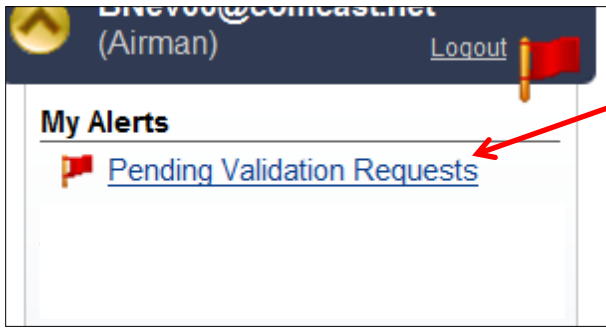
You validate the request on the next page. Be sure to confirm that the pilot has made a request for the correct activity.

Click here to validate a pending credit request.

9.2.   WINGS Credit Validation – Instructor Initiated

In this case, you can give WINGS credit for flight activities without the pilot having to take any action. You go to the CFI Portal on the Home Page at FAASafety.gov and start the *Give Credit* process, as shown below. Just click the *Activity Validation – Give Credit* link to get started. You do not have to log in first; in fact, you do not even need an account on FAASafety.gov. By virtue of holding instructor privileges, any instructor can validate WINGS Flight credits through this portal.

Note that you can now print a report of all the WINGS credits you have ever validated; this is useful if you plan to renew a CFI certificate using participation in the WINGS Program as your justification.

On this first page, enter your pilot certificate number and last name and click the *Search* button. If you have signed in to your account on FAASafety.gov, this step is skipped.
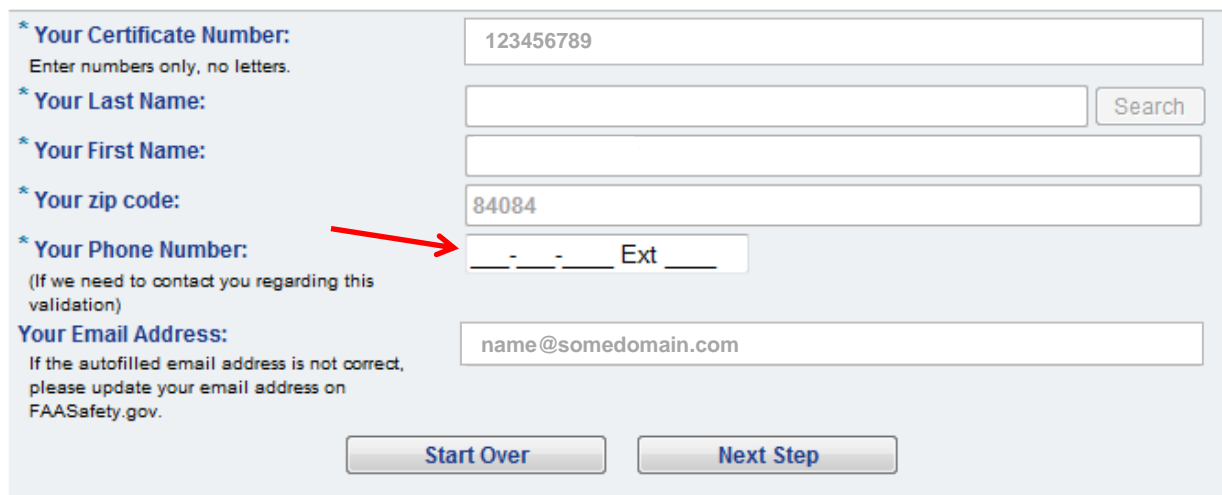
If you are registered on FAASafety.gov, you will see the screen shown below, where we ask for your telephone number in case we have a question about the credit. Note that your email address is auto-filled.

After you enter your telephone number, click the *Next Step* button.

If you are a CFI but <u>not</u> registered on FAASafety.gov, you will get the same screen, but your email address will not be pre-entered. Enter your telephone number and your email address if you wish, and click the *Next Step* button.

If the system cannot find your information as a CFI, the page shown below appears. If the certificate number and last name are not correct, re-enter the information that is not correct. If the information <u>is</u> correct, choose one of the options and click Next Step. Then enter the information requested -- first name, ZIP Code, your phone number and email address -- and click *Next Step*. (Also, see registration information in section 3.1.)

Activity Validation - Give Credit

Account Registration (No email / computer) | Instructor Tools | CFI Workshops

Give Credit

In order to give a pilot **WINGS** credit for their flight activity, they must first have a standard account on FAASafety.gov (with an established email address) or a special FAASafety.gov account. If the pilot does not have a standard account, you can set them up with a special FAASafety.gov account by choosing the tab, "Account Registration (No email / computer)", above.

* **Your Certificate Number:** Enter numbers only, no letters.	20713654
* **Your Last Name:**	jones
* **Not Found**	You've entered a certificate number and last name that could not be found in our database. Please check the number and name and re-enter. If the information is correct, please choose one of the following: ○ I have a temporary airman or instructor certificate and do not have my permanent certificate number. ○ I have recently renewed my instructor certificate. ○ I am an authorized instructor for a 14 CFR part 135 Air Carrier. ○ I am an authorized instructor at a 14 CFR part 142 Training Center. ○ Other/Unknown

[Start Over]   [Next Step]

The next screen requires you to enter the pilot's email address. This should be the email address they use on FAASafety.gov. If they don't have an account on FAASafety.gov, this should be the email address they will use to register. Unassigned WINGS credits are stored in a database and moved to the pilot's account when they register, but only if they register using the same email address.

Activity Validation - Give Credit

Account Registration (No email / computer) | Instructor Tools | CFI Workshops

To begin the process of giving an airman credit, please provide the email address of the airman receiving credit.

* **Airman Email Address:** Enter the email address of the Airman receiving credit	

[Back to CFI Information]   [Search]

The system looks for that email address on FAASafety.gov and displays the page shown below. If the email address is found, all of the pilot's information is displayed. If it is not found, you must enter the pilot's first and last name. Then click *Next*. Remember that the airman to whom credit is being given must have either a standard FAASafety.gov account with an email address or a special FAASafety.gov account created using the procedure described below.

The next page allows you to enter or select the flight activity for which you wish to give credit for that pilot. Note that the activity number is on the printed activity checklist the pilot may have brought with them. You may want to keep a record of the more common activity numbers to simplify this process, some of which are presented on the last page of this Guide.

You use the drop down menus to narrow the available activity choices; you must choose at least one of the menus.

9.3. Registration with No Computer or No Email Address

The Account Registration with No Email / Computer tab in the CFI Portal can be used to obtain a Special account for an airman. <u>Anyone</u> with a computer can set up a Special FAASafety.gov account for a user who does not have a computer by choosing this tab. Completing this registration process will provide the airman with a Special account that

will allow them to participate in the *WINGS* Program. You can help a non-computer user set up this Special account by following the instructions on that page.

We recommend you choose the option to print this special account information so it is readily available when the pilot meets with you the next time.

9.4. Endorsement for Completing WINGS Tasks

An instructor can record completed WINGS activities in a logbook or other proficiency record with an endorsement similar to the following. This also provides verification for later recording at FAASafety.gov by someone else.

> *"I certify that (pilot's name), holder of pilot certificate No. XXXXX, has satisfactorily demonstrated proficiency in the required tasks as outlined in the WINGS - Pilot Proficiency Program, activity number XXX on (date)."*
> *Instructor Name, Certificate Number, Expiration Date, and Signature*

9.5. Additional Benefit of Participation for Flight Instructors

One of the benefits of participating in the WINGS Program as an instructor is that you are eligible to renew your flight instructor certificate through participation in WINGS. If you serve as a flight instructor in the WINGS program, you may renew your certificate, in accordance with the following criteria, which is contained in FAA Order 8900.1, Volume 5, Chapter 2, Section 11. You must:

- Hold a flight instructor certificate that has not expired,
- Hold a current phase of WINGS (at any level) at the time of application,
- Have evaluated at least 15 WINGS-accredited flight activities (any level) during which you evaluated at least five different pilots, and made appropriate endorsements in the logbook of each pilot for each activity,
- Present a record to an aviation safety inspector (ASI) showing that you have met these requirements within the 24 calendar-months before the month of application for renewal of your flight instructor certificate, and
- Present a completed FAA Form 8710-1, Airman Certificate and/or Rating Application, to an aviation safety inspector (ASI) or aviation safety technician (AST) for renewal of your flight instructor certificate.

9.6. Summary of CFI Section

The FAA encourages pilots to participate in ongoing aviation educational learning and skill-building events with an instructor. Accomplishment of a phase of WINGS requires the participating pilot to demonstrate proficiency in specified knowledge and skill tasks. The WINGS Program provides the opportunity, the structure, and the recognition for pilots to continue their aviation education. This ongoing effort fosters new learning, review, and flight proficiency in the areas of operation found in current practical test standards (PTS).

The FAA further encourages pilots to maintain proficiency by using the *WINGS* – Pilot Proficiency Program. To this end, you, the Instructor, play a key role.

9.7. Instructor Actions at a Glance

Follow these ten simple steps to help your student earn WINGS credit. The first three steps are for the pilot and the remaining seven steps are for you.

1. Be sure your student is registered as an Airman (Section 3.1) on FAASafety.gov. You will need their account name (email address) in a later step.
2. Have your student log in to his or her account (Section 2).
3. Ask your student to click on the Quick WINGS link on the Home page and print a copy of their WINGS Checklist (Section 2.1). The WINGS Checklist is also available from their My WINGS page.
4. After the student properly demonstrates the tasks, go to a computer and log in to your account on FAASafety.gov (Section 2).
5. Enter the Instructor Portal from your Home page (Section 9.2) and click on the "Activity Validation – Give Credit" link on the Instructor Tools tab.
6. Enter the pilot's email address as used on FAASafety.gov and hit Search.
7. Verify the information on the next page and click Next.
8. Enter the Accredited Activity Number you completed with the student and click Search. The Activity Number is listed on the student's WINGS Checklist.
9. Click the green Select button in the Results (if you are unsure if this is the correct Activity Number, you can review the requirements by clicking on the Activity Details link).
10. On the next page, enter the date of completion, check the "Yes" box since you personally conducted this training, check the "I certify . . ." box, and click on "Give Credit."

If appropriate, you can click on the link provided to give this same pilot another credit.

Any instructor can give credit for a Flight Activity conducted by any other instructor. A logbook entry (Section 9.4) can confirm the work was completed. Just use the procedures above, with the exception that you will check the "No" box in step 10.

Instructors do not need to be logged into their account on FAASafety.gov to give WINGS credit to a student, but it adds a few steps to those outlined above.

After completing step 3 above, your student may indicate to you that some items on his or her WINGS Checklist are not applicable. If the inappropriate item is a Flight activity, have them go to their WINGS Profile and update the selections there. If a Knowledge item is inappropriate or the pilot wants another choice, have them go to their My WINGS page and search for other activities. They can then reprint their WINGS Checklist.

If the pilot cannot use the Quick WINGS feature for some reason, his or her WINGS Checklist is still available on their My WINGS page, and can be printed from that link.

9.8.   **Common Flight Activity Numbers**

Here is a list of some common flight activities you may conduct with pilots participating in the WINGS Program at the Basic Level. Note that activities are broken down by aircraft category and class, and by the grade of pilot certificate held by the pilot. This list is not all-inclusive; other activities can be found on FAASafety.gov by clicking on the Find Activities menu link under the Activities, Courses, & Seminars tab on the Home page.

Basic Level Flight 1 Activities:

Category / Class	Pilot Certificate(s)	Brief Description	Activity Number
ASEL	Private, Commercial, ATP	Takeoffs, Landings, Go-arounds	A070405-07
ASEL	Sport Pilot	Takeoffs, Landings, Go-arounds	A070405-13
AMEL	Private, Commercial, ATP	Takeoffs, Landings, Basic Instruments	A070405-01
ASES	Private, Commercial, ATP	Takeoffs, Landings, Go-arounds	A070405-16
Helicopter	Private, Commercial, ATP	Emergency Operations	A070405-64
Glider	Private, Commercial	Takeoffs, Launches, Landings, Slips	A070405-25
Hot Air Balloon	Private, Commercial	Takeoffs, Launches, Landings	A070405-37
All	Private Pilot	Initial Certification	A071102-02

Basic Level Flight 2 Activities:

Category / Class	Pilot Certificate(s)	Brief Description	Activity Number
ASEL	Private, Commercial, ATP	Slow Flight, Stall, Basic Instruments	A070405-08
ASEL	Sport Pilot	Slow Flight, Stall, Slips, Emergency Landings	A070405-14
AMEL	Private, Commercial, ATP	In-Flight Maneuvers	A070405-02
ASES	Private, Commercial, ATP	Slow Flight, Stall, Basic Instruments	A070405-17
Helicopter	Private, Commercial, ATP	Takeoffs, Landings, Go-arounds	A070405-63
Glider	Private, Commercial	Slow Flight, Stall, Soaring, Steep Turns	A070405-26
Hot Air Balloon	Private, Commercial	Preflight Planning and Preparation	A070405-38
All	Private Pilot	Initial Certification	A071102-02

Basic Level Flight 3 Activities:

Category / Class	Pilot Certificate(s)	Brief Description	Activity Number
ASEL	Private, Commercial, ATP	Airport Operations	A100125-07
ASEL	Private, Commercial, ATP	Air Work	A100125-08
ASEL	Private, Commercial, ATP	Navigation	A100125-09
ASEL	Private, Commercial, ATP	Emergency Operations	A100125-10
All	Private Pilot	Initial Certification	A071102-02

Note: There are many more options for activities for the Basic Level Flight 3 activity. Please refer to FAASafety.gov for a list of Basic Flight 3 activities for additional categories and classes and pilot certificate levels.