



## DESIGNEE NEWSLETTER for April 2008

A quarterly publication designed to serve the Examiner, Designee, and Instructor community.

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### FROM THE DESK OF THE MANAGER AFS-640

Once again, I sit here and think of all the activities that are going on in the designee world. In the near future, you will be seeing many changes to the FAA’s policy and the functions that designees are allowed to perform. During all this change, AFS-640 will continue to provide training to the designee that is meaningful and relevant to the functions that they perform. If for some reason you have received this newsletter from some other source than your email, look for the article on how to sign up in our designee registration system so that you will continue to receive the most updated information that we can provide. Soon we will be delivering online courses that will help bridge the gap between your required training seminars. Many of the changes occurring will not wait the possible 3 years to communicate and train. Due to this, we will use online seminars to deliver these changes directly to the designee. In order to be notified, you must be registered in our system, and you must have identified your designee type. These online seminars will not replace the face-to-face seminars that we conduct. They will only provide the designee with vital information between the required training attendance.

Several changes around our branch have occurred since last I wrote. First, Paul Maenza has retired. Congratulations go out to him on his long and successful career. I’m sure those in the Designated Pilot Examiner community will miss his presence. Also we have changed the look and feel of our Designee Registration System. We hope that you find this site more user friendly. We want to hear from you in

the field when you encounter problems so that we can better provide you with the tools to attend seminars and receive communication. As always please feel free to contact me directly.

Jay Kitchens  
Manager, Designee Standardization Branch, AFS-640

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## **CFR 14 Part 141 Schools with Knowledge Test Examining Authority (KTEA) Overview**

Effective July 2005, CFR 14 part 141 schools with Knowledge Test Examining Authority (KTEA) were directed to cease utilization of privately-owned knowledge test delivery software. In turn, these schools were given the option of: 1) Utilizing the Computer Testing Designee (CTD) test delivery process; 2) Converting to the FAA's Airman Knowledge Test Delivery (AKTD) System; or 3) No longer deliver airman knowledge tests.

Part 141 KTEA Schools may choose to use either or both the CTD and/or the AKTD systems. Access to the AKTD System is a service the FAA provides to the schools, at no charge to the customer. However, the AKTD method may be used for testing the participating school's students only, and for administering only those exams supported by the school's existing curriculum.

Currently, we are supporting 25 KTEA test centers in Alabama, Arizona, Colorado, Florida, Kansas, Minnesota, Missouri, North Dakota, New Jersey, New Mexico, Ohio, Oklahoma, Pennsylvania, Texas, and Virginia.

Guidance for airman knowledge test administration at 141 KTEA Schools is provided in FAA Order 8900.1, Flight Standards Information Management System (FSIMS), Sections 5-1853, Knowledge Test Examining Authority, and 5-1854, Conduct of Airman Knowledge Tests. The Order is located at: <http://fsims.avs.faa.gov/fsims/fsims.nsf/actpubs?openview&count=-1&RestrictToCategory=8900.1>.

To see a complete listing of active 141 KTEA test centers, refer to: [http://www.faa.gov/education\\_research/testing/airmen/media/141KTEATestCenters.pdf](http://www.faa.gov/education_research/testing/airmen/media/141KTEATestCenters.pdf).

Submitted by the Airman Testing Standards Branch, AFS-630

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## **DPE RECURRENT SEMINAR SCHEDULE**

To become more fiscally responsible, AFS-640 is reducing the cost of providing seminars to the field by combining many of our locations into one trip. Even with this reduction of locations, we will continue to provide quality service and expertise during all our DPE recurrent seminars.

As a DPE, you may have to travel a little farther every 2 years to meet the requirement of attending a DPE recurrent seminar. Where we used to come to individual FSDO areas, we will now come to a location that may include several FSDO areas. It will be up to you to check the schedule and pick the DPE recurrent seminar that most fits in with your DPE expiration date. According to Order 8710.3E, Designated Pilot and Flight Engineer Examiner's Handbook, you may attend a DPE recurrent seminar 3 months before or 3 months after your designation expires. If you do not attend a DPE recurrent seminar until after your designation expires, you are not authorized to conduct any practical tests until you have successfully completed a DPE recurrent seminar and received a certificate of completion.

You will not receive a certificate when you have completed the online portion of the DPE recurrent seminar. You must still take the online to be eligible to attend the DPE recurrent seminar. After completion of the face-to-face DPE recurrent seminar and successful completion of the written test, we will email your certificate to you. We do not send them to the FSDO anymore. It will be your responsibility to send it by email, mail, or hand-deliver a copy to your Principal Operations Inspector (POI) to be placed in your file. Check with your FSDO to see which procedure they prefer.

We are providing a schedule for you to see at a glance where DPE recurrent seminars are tentatively scheduled for the next 2 years. For an official schedule, check the DPE recurrent seminar website at: <https://av-info.faa.gov/DsgReg/>.

Kenneth Pannell, Aviation Safety Inspector  
Designee Standardization Branch, AFS-640

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## **Defense Activity for Non-Traditional Education Support (DANTES) Overview**

What is DANTES? DANTES is an entity of the Department of Defense (DOD) tasked with providing instruction and certification programs and conducting special projects and development activities in support of education-related functions of the DOD.

In May 2000, DANTES, with significant contributions from the Air Force, entered into a memorandum of agreement with the FAA to provide mechanic exams to active military personnel free of charge. In June 2006, the MOA was modified authorizing four of the DANTES sites to deliver the full array of FAA airman knowledge tests.

Currently, we are supporting 25 domestic FAA/DANTES test centers in Alabama, Arizona, Arkansas, California, Colorado, Florida, Georgia, Idaho, Louisiana, Massachusetts, Missouri, New Mexico, North Dakota, Oklahoma, Oregon, South Carolina, South Dakota, Texas, Virginia, Washington, and 2 foreign-located sites in Japan and the United Kingdom. At this time, Air Force, Army, and Coast Guard personnel are served through this effort, with plans for the Navy and Marine Corps branches of the military to join the program as well.

These test centers, which are located at military installations, deliver the FAA exams via the Airman Knowledge Test Delivery (AKTD) System hosted here in Oklahoma City. Program administration is provided through a joint effort between the DANTES HQ Office in Pensacola, Florida, and AFS-630.

For additional information regarding DANTES, go to:  
[www.dantes.doded.mil/dantes\\_web/danteshome.asp](http://www.dantes.doded.mil/dantes_web/danteshome.asp).

To see a complete listing of active FAA/DANTES sites, refer to:  
[www.faa.gov/education\\_research/testing/airmen/media/faacenters.pdf](http://www.faa.gov/education_research/testing/airmen/media/faacenters.pdf).

Submitted by the Airman Testing Standards Branch, AFS-630

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## Helpful Links

When you access the Designee System Homepage: <https://av-info.faa.gov/DsgReg/Login.aspx>, you may notice a new link in the Navigation Menu on the left side of the web page titled Helpful Links. This website provides many of the links that you found on the old Zeus page. The contract for Zeus is soon to expire, so AFS-640 has added the Helpful Links section to the seminar enrollment login page. Like the View Class Schedules link, you do not have to be logged in to access the Helpful Links. A plus for this format is that the links are broken down by designee specialty. Currently there are two categories, Production Design Links for DARs, and TPE Links for DMEs and DPRES. Other categories will be added.

If you would like to see a link added to the category that you use, please contact AFS-640 and we will evaluate the link and possibly add it to the applicable category.

For those that have registered for the Designee Notification System (DNS), it too is going away. All notifications are now made through the registration system. Once you have created a user profile, you are automatically enrolled into the new notification system. These notifications will also be by designee specialty. What we ask is that you keep your user profile current especially in the areas of mailing address and email address. Also, if you get multiple notifications, it means that you have more than one user profile. Contact AFS-640 and your profiles can be merged into one.

Richard J. Fletcher, Aviation Safety Inspector  
Designee Standardization Branch, AFS-640

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## INTEGRATED AIRMAN CERTIFICATION AND/OR RATING APPLICATION (IACRA) OVERVIEW

What is IACRA? The IACRA program is a web-based application that sends airman certification documents automatically to the FAA Airmen Certification Registry. IACRA allows the user to register and work on certification applications from anywhere there is a computer with an Internet connection. IACRA is a web-based, next-generation tool which stemmed from the popular Airman Certification and/or Rating Application (ACRA) software.

The advantages of the *new* IACRA are:

Issuance of a single tracking number for each airman applicant – e.g., Federal Tracking Number (FTN) – upon initial use;

Validation of data input to reduce potential errors;

Capture, wrapping, and archival of data, including digital signature capabilities, which ensures the data is not changed once the signature is applied; and plans for future features, such as improved accuracy and filing time for Program Tracking and Reporting System (PTRS) activities 1563, 3529, and 5529.

One aspect of data validation involves interaction between the IACRA application and the Airman Testing Standards Branch (AFS-630) Airman Testing Standards (ATS) data base. The airman applicant's full legal name and exam ID, as input by the IACRA user, must match the ATS data exactly. Otherwise, validation will not occur, and the IACRA process cannot be completed until the data match issue is resolved. Users who encounter problems with processing an IACRA document may contact the

AQS/IACRA hotline at (405) 954-7272. AFS-630 is frequently called upon to coordinate with hotline personnel to resolve these types of issues in a timely and accurate manner in support of our customers. For additional information regarding IACRA, go to: <http://iacra.faa.gov/iacra>.

Submitted by the Airman Testing Standards Branch, AFS-630

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## **QUARTERLY FEATURE – ONE QUESTION: WHAT IS THE NEW INTERACTIVE SEMINAR?**

Effective in March of this year, AFS-640 began conducting designee standardization seminars using a new training method. It is an interactive method utilizing a software program called TurningPoint. TurningPoint is a system that allows designees to participate in the training presentation. They do this by submitting their responses to interactive questions using a type of keypad called a ResponseCard (we've nicknamed them as 'clickers').

Using TurningPoint, we have dramatically improved the productivity and results of the AFS-640 educational training program. Our seminars have become more dynamic and, with TurningPoint, we can have a powerful data collection and assessment tool. TurningPoint collects real-time audience responses and is a tool that will engage the designee, assess learning, gather data, and enhance presentations.

The designees who attended our seminar in Oklahoma City, Oklahoma, Long Beach, California and Dayton, Ohio were the lucky guinea pigs in this extremely successful test. One comment stated, "Fun." Another comment stated, "For me, this was the first time that I able to participate."

With all the changes in policy that have been impacting designees, it is rare when we see a change described as "fun," we look forward to seeing you at the next AFS-640 seminar.

Neal Rice, Aviation Safety Inspector  
Designee Standardization Branch, AFS-640

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## **REINSTATEMENT OF AN EXPIRED CFI**

Recently the question came up on the renewal of a CFI that had expired. Guidance that addresses this type of reinstatement can be found in Order 8710.3E, Designated Pilot and Flight Engineer Examiner's Handbook, Order 8900.1, Flight Standards Information Management System (FSIMS), 14 CFR part 61, and a legal interpretation from the Aviation Security and Airmen Certification Law Branch (AGC-240).

First we look at Order 8710.3E, chapter 14, page 14-4, paragraph 6. *GENERAL PROCEDURES FOR THE RENEWAL OR REINSTATEMENT*. The examiner may require an applicant for 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.

*This paragraph gives the parameters of the conduct of the exam and what must be covered during the exam.*

*D. Renewal of All Ratings.* An applicant may renew all ratings on a current flight instructor certificate by satisfactorily completing one practical test. Also, the satisfactory completion of a practical test for an additional flight instructor rating constitutes the renewal of a flight instructor certificate.

*This paragraph subpart makes no reference to the reinstatement of a CFI certificate and only refers to the renewal of a CFI to renew all ratings.*

Secondly we will look at the Order 8900.1, Volume 5, Airman Certification, Chapter 2, Title 14 CFR Part 61 Certification of pilots and flight instructors, Section 11, Conduct a Title 14 CFR Part 61 Flight Instructor Initial/Reinstatement/Renewal Certification and Additional Category/Class Ratings, paragraph 5-510, Procedures.

E. *General Procedures for Renewal or Reinstatement of a CFI Certificate.* An ASI may require an applicant for renewal or reinstatement to complete all or any portion of the flight instructor practical test that the ASI deems necessary to determine the applicant's competence to hold a flight instructor certificate. The required tasks that an applicant needs to accomplish to renew/reinstate a flight instructor certificate are covered in the appropriate flight instructor PTS.

*As in Order 8710.3E, this paragraph gives the parameters of the conduct of the exam and what must be covered during the exam.*

4) An applicant may renew all ratings on a current flight instructor certificate by satisfactorily completing one practical test. Also, the satisfactory completion of a practical test for an additional flight instructor rating constitutes the renewal of a flight instructor certificate.

*Just as in Order 8710.3E, this paragraph subpart makes no reference to the reinstatement of a CFI certificate, and only refers to the renewal of a CFI to renew all ratings.*

Finally we look at 14 CFR Part 61, §61.199 EXPIRED FLIGHT INSTRUCTOR CERTIFICATES AND RATINGS. (A) / *Flight Instructor Certificate.* The holder of an expired flight instructor certificate may exchange that certificate for a new certificate with the same ratings by passing a practical test as prescribed in §61.183(h) of this part for one of the ratings listed on the expired flight instructor certificate.

*In accordance with the regulation a CFI may reinstate their certificate with all ratings after the successful completion of a practical exam for one of the ratings listed on the expired CFI.*

### **Reinstatement of Expired CFI by the Means of Additional Flight Instructor Rating Practical Test**

In accordance with the Airmen Certification Branch (AFS-760) procedures for reinstatement of a CFI, the instructor is allowed to add an additional instructors rating that they do not presently hold and the CFI ratings they already hold will be reinstated after the successful completion of a practical exam for the additional rating.

In addition, AGC-240 issued a legal interpretation allowing the reinstatement to be accomplished in the same manner of successfully completing an additional CFI. Below is a copy of the legal interpretation issued by Donald P. Byrne, Assistant Chief Counsel, Regulations Division, to Kathy Minner, Technical Specialist with AOPA.

Dear Ms. Minner:

This is in response to your letter dated February 4, 2000, to the Office of the Chief Counsel, Federal Aviation Administration (FAA), regarding § 61.199 (a). Specifically, you are concerned about the reinstatement of expired flight instructor certificates and ratings.

As you point out in your letter, § 61.199 (a) provides, in pertinent part, that the holder of an expired flight instructor certificate may exchange that certificate for a new certificate with the same ratings expired flight instructor certificate. (Emphasis added)

You also point out in your letter that the General Aviation Inspector’s Handbook provides, in pertinent part, that the holder of an expired flight instructor certificate may have all ratings on the certificate reinstated by satisfactorily completing a single practical test.

You think the General Aviation Inspector’s Handbook indicates that “any” practical test for a flight instructor certificate or rating would reinstate the expired flight instructor certificate and all the rating on it. Based on that, you don’t think that the holder of an expired flight instructor certificate is limited to taking a practical for one of the ratings listed on the expired flight instructor certificate to reinstate it as provided for under §61.999 (a). Accordingly, you ask “may a flight instructor reinstate an expired flight instructor certificate by taking any practical test for a flight instructor certificate or rating, or must it be confined to one of those listed on the expired certificate as it seems to state in the regulation.” The answer to this question is discussed below.

§ 61.199 (a) applies when the holder of an expired flight instructor certificate only seeks to have that certificate reinstated with the same ratings. It has been the policy of the Flight Standard Services (AFS-800), as articulated in the General Aviation Inspector’s Handbook, to allow the holder of an expired flight instructor certificate who seeks an additional rating to one of those listed on the expired certificate, to reinstate the expired flight instructor certificate, and all the ratings on the expired certificate, by taking, and passing, a practical test for the additional ratings sought. As a result, the holder of an expired flight instructor certificate may have that certificate and all of the ratings listed on it reinstated by taking, and passing, any practical test for a flight instructor certificate or rating.

I hope this satisfactorily answers your question.

Sincerely,

/s/ Donald P. Byrne

Assistant Chief Counsel Regulations Division

I hope this article clears up any questions that might be asked during the reinstatement process or certification process. If you have any additional questions, please contact:

<p>John Lynch  General Aviation &amp; Commercial Division, AFS-800  (202) 267-3844  <a href="mailto:john.d.lynch@faa.gov">john.d.lynch@faa.gov</a></p>	<p>David L. Chadwick  Designee Standardization Branch, AFS-640  (405) 954-3662  <a href="mailto:david.chadwick@faa.gov">david.chadwick@faa.gov</a></p>
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Dave Chadwick, Aviation Safety Inspector  
Designee Standardization Branch, AFS-640