

Form FAA 8610-6, IA Refresher Course Acceptance Request

Supplemental Information

The supplemental information for this form includes the following:

Page i..... Paperwork Reduction Act Burden Statement

Page i-ii..... Instructions for Completing form FAA 8610-6

An electronic fillable version of Form FAA 8610-6 is available at www.faa.gov

OMB Control Number: 2120-0022

Expiration Date: 12/31/2028

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0022. Public reporting for this collection of information is estimated to be approximately 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

All responses to this collection of information are required to obtain or retain a benefit under 14 CFR part 65. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

Instructions: Use this form to submit Inspection Authorization (IA) refresher courses and supporting information for acceptance. This form ensures you have submitted the necessary documents for review. Submission of a properly completed form FAA 8610-6 and the corresponding TCO should be adequate to determine an IA refresher course's acceptability.

Please complete all applicable sections for either initial or renewal as necessary for course acceptance. Missing information will result in additional processing time.

Section A, Mark the Initial Request or Renewal block as applicable.

- Complete the requested self-explanatory info
- Write a brief description of the course provider's method for retaining the student attendance, course completion and contact information for future FAA reference. These records should be available for a period of three years.

Section B, Provide a good description of the course subject matter.

- Course Description
 - Identify if the training is technical, regulatory or soft skills in nature
 - A description of how the course is designed e.g., single course or modular.

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- Course Objective
 - Briefly describe the student’s takeaway.
- Course Delivery Description
- Briefly describe how the course is delivered.

Section C, Description of Changes

- Check the “No Changes to Course” block if appropriate.
- Describe minor changes only in this section. If a course has significant changes, complete the form as an initial course acceptance.

Note: Significant changes are defined in FAA Order 8900.1, Volume 3 Chapter 56 Section 1.

Section D, Attachments

- Mark the Training Course Outline check box and ensure the TCO contains the requested course information.
- The course should be based on at least one of the suggested course topics identified in subparagraph 3-4518(B)(1) of Vol. 3, Chap. 56 Sect. 1.
- Cite references to technical content or regulations, as applicable.
- Include presentation length and hours of training accredited for IA renewal.
- Insert TCO file name so it can be matched with attachment.
- If any attachments are added, list them under “Other Attachments”

Section E, Agreement

- If the Course Provider POC agrees they have followed the guidance of Vol. 3, Chap. 56 Sect. 1 and is in compliance with § 65.93(a)(4), complete the signature block. Signatures can be done digitally or signed and scanned.

Initial acceptance request: Complete Sections A, B, D, and E.

Renewal request: Complete Sections A, B, C, D, and E.



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Section A – General

Initial Request Renewal

Date of Submittal:

Course Provider/Company Name:

Course Title:

Course Total Length (in hours):

IA Renewal Creditable Hours: (8 hours maximum)

POC Information

Name:

Address

Phone:

Email:

Enter a description of the CP's three year data retention process for training attendees:



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Section B – Curriculum

Course Description:

Course Objective:

Course Delivery Description:



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Section C – Description of Changes – (Renewal)

No Changes to Course (check this box if there are no changes to the course)

If applicable, briefly describe any minor changes to the course. If there are no minor changes leave this section blank.

Note: If there are significant changes, complete section B for an “initial” course submittal.

Section D – Attachments

Use the check boxes to indicate the attachments included in this submission.

Training Course Outline (TCO) Attach a course outline showing the course curriculum subject areas to be presented. The TCO is defined in Vol. 3, Chap. 56 Sect. 1 and should include:

- at least one of the suggested course topics identified in subparagraph 3-4518(B)(1).
- reference to technical content or regulations, as applicable.
- course length and hours of training accredited for IA renewal.

Submitted TCO file name: (enter file name)

Other Attachments (list other attachments, including file names)



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Section E - Agreement

Agreement Statement:

I understand that an IA refresher course acceptance issued to me or my company constitutes an agreement with the Federal Aviation Administration to conduct IA refresher training that complies with § 65.93(a)(4).

Signature:

Printed Name:

Title:

Date:

When completed, email it along with the TCO to 9-AFS-IARefresher@faa.gov.