



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

**ORDER
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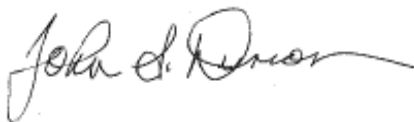
National Policy

Effective Date:
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SUBJ: Conduct of Airman Knowledge Tests

This order provides guidance for Federal Aviation Administration (FAA) personnel and personnel associated with organizations that are participating in, or seeking to participate in, the Airman Knowledge Testing (AKT) Program. This program encompasses airman knowledge tests as required by Title 14 of the Code of Federal Regulations (14 CFR) parts 61, 63, and 65. Refer to FAA Order VS 1100.2, Managing AVS Delegation Programs; FAA Order 1600.75, Protecting Sensitive Unclassified Information (SUI); FAA Order 8100.15, Organization Designation Authorization Procedures; FAA Order 8900.1, Flight Standards Information Management System (FSIMS); and FAA Order 8900.2, General Aviation Airman Designee Handbook, for additional guidance applicable to the AKT Program.

Title 49 of the United States Code (49 U.S.C.) § 44702 (current edition) empowers the FAA Administrator to delegate to private persons any function relating to the examination, inspection, and testing of airman applicants, subject to any regulation, supervision, and review that the Administrator may prescribe. Under § 44702 and FAA directives, the Administrator may rescind any such delegation at any time and for any reason deemed appropriate. The Administrator may determine that such a delegation should not be renewed for any reason deemed appropriate.

for 

John M. Allen
Director, Flight Standards Service

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Chapter 1. General

1. Purpose of This Order. This order contains guidance for the Airman Knowledge Testing (AKT) Program, including instructions and procedures for Federal Aviation Administration (FAA)-approved AKT Organization Designation Authorization (ODA) holders, administrators, and unit members; Joint Service Aviation Maintenance Technician Certification Council (JSAMTCC) test center personnel; and FAA entities concerned with this program.

2. Audience. All personnel involved in the AKT Program, including AKT ODA holders, administrators, and unit members; JSAMTCC testing center personnel; and FAA entities concerned with this program.

3. Where You Can Find This Order. You can find this order on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices. Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. Air carriers (operators) can find this order on the FAA Web site at <http://fsims.faa.gov>. This notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. What This Order Cancels. FAA Order 8080.6E, Conduct of Airman Knowledge Tests, dated January 26, 2009, is canceled.

5. Background.

a. Computer-Based Testing. In November 1989, the FAA introduced a computer-based AKT program for the benefit of those airman applicants taking knowledge tests under Title 14 of the Code of Federal Regulations (14 CFR) parts 61, 63, and 65.

b. Expanded Testing. In February 1993, the Flight Standards Service (AFS) elected to expand computer-based knowledge testing with the publication and distribution of Order 8080.6. In addition to public acceptance of this program, new and improved forms of test information security have been put into effect that significantly reduce test compromise.

c. Defense Activity for Non-Traditional Education Support (DANTES) Military Memorandum of Agreement (MOA). In May 2000, the DANTES organization entered into an MOA with the FAA to provide mechanic airman knowledge tests to active military and reservist personnel.

d. Sport Pilot. In December 2004, the FAA began administering sport pilot airman knowledge tests.

e. Additional Exams Offered through the DANTES MOA. In June 2006, the FAA expanded the existing DANTES MOA to include the provision of all airman knowledge tests at selected DANTES test centers.

f. Canadian Conversion Exams. In December 2006, the FAA began offering four Canadian Conversion (airplane only) exams: Private Pilot, Instrument Rating, Commercial Pilot, and Airline Transport Pilot.

g. Military Competence Instructor (MCI) Exam. In October 2009, the FAA began offering the MCI exam.

h. Additional Groups Included Under the DANTES MOA. In May 2010, the DANTES MOA was amended to include the availability of FAA knowledge testing to retirees, military dependents, and Department of Defense (DOD) civilians.

i. Computer Testing Designee (CTD) Transition to ODA Methodology. In October 2010, the CTDs transitioned to the ODA methodology in accordance with 14 CFR part 183.

j. JSAMTCC MOA. In November 2011, the JSAMTCC entered into an MOA with the FAA to provide the full array of airman knowledge tests to select groups of individuals associated with the five branches of the U.S. Military, the DOD, and the Department of Homeland Security (DHS).

Note: The JSAMTCC MOA cancelled the DANTES MOA.

6. Explanation of Changes. This revision incorporates updated information, procedural and policy changes, and new guidance. Application, selection, termination, oversight, and training of AKT ODA holders is now addressed in Order 8100.15.

7. General Definitions.

a. Affiliated Testing Center. A testing center affiliated with an Aviation Maintenance Technician School (AMTS).

b. Airman Knowledge Testing (AKT) Organization Designation Authorization (ODA) Holder. An organization that has obtained authorization from the FAA Administrator, as identified in a Letter of Designation, to administer airman knowledge tests. (Formerly known as a CTD.)

c. Aviation Safety Inspector (ASI). An FAA employee primarily involved in developing, administering, or enforcing regulations and standards concerning civil aviation safety, including the airworthiness of aircraft and aircraft systems; the competence of pilots, mechanics, and other airmen; and safety aspects of aviation facilities, equipment, and procedures.

d. Defense Activity for Non-Traditional Education Support (DANTES). A DOD organization that supports off-duty, voluntary education programs and conducts special projects and development activities in support of education-related functions of the DOD.

e. Flight Standards District Office (FSDO). As used in this order, the FSDO that has jurisdiction over the geographic area in which a specific testing center(s) is located.

f. International Field Office (IFO). As used in this order, the IFO that has jurisdiction over the geographic area in which a specific testing center(s) is located.

g. Joint Service Aviation Maintenance Technician Certification Council (JSAMTCC). A council established by the Community College of the Air Force to serve as a liaison between and an advisory board to the Aviation Maintenance Divisions of the U.S. Military and the FAA. (Refer to Chapter 7 for JSAMTCC information.)

h. Organization Designation Authorization (ODA). The authorization to perform approved functions on behalf of the FAA Administrator.

i. Organization Designation Authorization (ODA) Administrator. The focal point(s) for the AKT ODA holder responsible for managing the ODA units' activities and communicating with the Organization Management Team (OMT) lead. (Formerly known as the Computer Testing Manager (CTM).)

j. Organization Management Team (OMT). A team consisting of representatives from the FAA's Airman Testing Standards Branch (AFS-630) that has oversight of AKT ODA holders.

k. Organization Management Team (OMT) Lead. The AFS-630 representative that coordinates the OMT's activities and serves as the focal point for communication with the AKT ODA holders.

l. Program Analyst. An FAA employee who serves as an advisor to management regarding the evaluation of the effectiveness, productivity, and efficiency of government programs and operations.

m. Servicing Security Element (SSE). The organizational element that manages and oversees the FAA security program in headquarters (HQ), the regions, the William J. Hughes Technical Center (WJHTC), and the Mike Monroney Aeronautical Center (MMAC).

n. Special Test Administrator. Person(s) approved by the OMT to administer airman knowledge tests.

o. Testing Center. A facility that provides applicants an FAA-approved computer-based testing environment for the administration of airman knowledge tests.

p. Unit Member. An individual who performs a delegated function for an AKT ODA holder on behalf of the FAA (e.g., the supervisor of the testing center or his or her alternate, proctor, etc.). Formerly known as the Testing Center Supervisor (TCS), Alternate Testing Center Supervisor (ATCS), or proctor.

Chapter 2. Qualifications and Training of Federal Aviation Administration (FAA) Personnel

1. Qualifications of the Program Analyst.

a. Personal Traits. The program analyst must have a reputation of professionalism, cooperation, integrity, dependability, sound judgment, and a willingness to provide excellent customer service to all internal and external stakeholders within the aviation community.

b. Technical Skills. The program analyst must possess:

(1) A bachelor's degree in an aviation or business-related field or a minimum of 5 years equivalent experience working with or for the FAA.

(2) Knowledge of and ability to apply FAA directives, orders, policies, advisory circulars (AC), and Federal Aviation Regulations as they relate to the Airman Knowledge Testing (AKT) Program.

(3) The ability to clearly present complex technical and policy data in written or verbal format, and the ability to provide informative, meaningful, and concise documents and reports.

2. Training Areas. The Airman Testing Standards Branch (AFS-630) manager and the program analyst(s) must complete course FAA21400001, AFS Designee Management for Personnel Certification, and must receive additional training in the following areas:

a. Area One. AKT Program policies and procedures, including the FAA's designation philosophy.

b. Area Two. Services the program analyst(s) is expected to provide to internal and external stakeholders.

3. Recurrent Training of the Program Analyst.

a. Frequency. The program analyst(s) must receive recurrent technical and procedural training at least once every 48 months.

b. Proof of Training. The AFS-630 manager must retain proof of the program analyst's initial and recurrent training.

4. Program Evaluation.

a. Selection of Program Analysts. The AFS-630 manager will assure that qualified specialists are selected and assigned.

b. Evaluation of Manager and Program Analysts. The Regulatory Support Division (AFS-600) will evaluate the AFS-630 manager, and the branch manager will evaluate the program analyst(s) at least once every 24 months to ensure adequate performance and adherence to the guidelines set forth in this order.

Chapter 3. Airman Knowledge Testing (AKT) Centers

1. Testing Center Facility Requirements.

a. Location. Testing centers must not be located in a private residence or in any type of transportable trailer or recreational vehicle.

b. Entrance to Site. Sites that are collocated with other businesses or other types of business activity, or that include complex physical layouts, must include a separate entrance to the testing area.

c. Testing Center Environment. Testing centers must provide and maintain, on a continuous basis, all elements listed below to preserve a professional testing atmosphere. Testing stations must be free of clutter and the testing area must be maintained in a neat and orderly manner.

(1) Code Conformance. Conformance with local building, sanitation, and health codes.

(2) Restroom. Restroom facilities located in the same building where the knowledge testing is conducted.

(3) Atmosphere. Proper control of temperature and ventilation.

(4) Freedom from Noise, Visual Aids, and Other Distractions. Noise in or around the testing area should be avoided. Testing rooms must be free of any aviation-related posters or other media that may assist an applicant in answering test questions. Testing rooms must be free from any activity other than test administration during FAA testing sessions. Unit members should avoid registering applicants using a testing room computer if another knowledge test(s) is already in progress.

(5) Adequate Lighting. Avoid glare on computer monitor screens.

(6) Adequate Physical Spacing and Table Workspace. Separate cubicles with suitable partitions between test terminals are recommended. In absence of partitions, 5-foot spacing is required between testing stations. All testing station workspaces must be at least 3 feet wide, and the monitor and keyboard offset to allow adequate room to use test materials.

Note: The testing room must be arranged so that applicants are not able to view monitors at other testing stations.

(7) Knowledge Test Administration. At least three operational computer terminals available for knowledge test administration during testing center business hours.

(8) Surveillance. Applicant surveillance during testing sessions. (Refer to Chapter 4, paragraph 7.)

(9) Security. A secured area for storing computer hardware used for airman knowledge test registration and administration.

(10) **Filing System.** A reference materials filing system to include AKT Organization Designation Authorization (ODA) holder procedure manual and training materials, a current copy of this order, and a copy of the FAA AKT Applicant Identification, Information Verification, and Authorization Requirements Matrix. (Refer to Chapter 4, paragraph 1, for additional information on the matrix.)

(11) **Secure Storage.** A lockable file cabinet or desk drawer for securely storing:

- (a) Daily logs.
- (b) Copies of applicant identification media and test authorizations.
- (c) Supplementary materials.
- (d) Scratch paper.
- (e) Embosser.

Note: The lockable storage area must remain secured at all times when not in use by testing center personnel.

(12) **Emergency Plans.** Adequate arrangements for safety and emergencies (e.g., exit signs and posted evacuation routes in case of fire or severe weather).

2. Testing Center Facility Files. The AKT ODA holder must maintain a facility file for each testing center. A copy of the most current floor plan and physical layout must be maintained at the testing center. The following information must be retained as a part of each facility file:

- a. Name.** Testing center name, including any company or “doing business as” name(s).
- b. Facility Address.** Street address, city, state, and postal code, along with any other information that identifies the physical location of the testing center (e.g., airport name, building name and/or room number, and suite or unit number).
- c. Floor Plan and Physical Layout.** Applicable scales and measurements used to prepare facility drawings must be visibly noted. Any sketches and associated labeling must be neatly and legibly prepared. Unit member workstations, testing stations, partitions (if applicable), location of lockable file cabinet, camera(s) and monitor(s) (if applicable), restroom facilities, and any other physical elements of the testing area must be clearly noted.
- d. Method of Surveillance.** Method of applicant surveillance, including documentation of viewing window(s), video camera(s), and/or viewing monitor(s) locations.
- e. Images and Photographs.** Digital images or photographs may accompany the facility information as a means of additional clarification of the floor plan and/or layout.

Note: If a testing center relocates or makes any changes to its floor plan, physical layout, or surveillance method, both the previous and new information must be retained in the AKT ODA holder's facility file for that testing center.

3. Testing Center Identification Code.

a. Assigning an Identification Code. The AKT ODA holder must assign each testing center an identification code. The code must contain eight character positions. The first three alpha character positions must reflect the AKT ODA holder's designation code. The fourth, fifth, and sixth numeric character positions must be the testing center's first three ZIP code numbers, and the seventh and eighth numeric character positions complete the testing center's identification code. For example, the first testing center established by Government Testing Service in Oklahoma City might be assigned the code GTS73101.

b. Identification Code Retirement. If a testing center relocates, changes ownership, or is deactivated, the identification code assigned to that center must be retired permanently.

4. Testing Center Status.

a. Transfer of Records. Upon closure of a testing center, all electronic records must be transmitted to the AKT ODA holder home office before computer hardware is removed from the facility. Other items to be transmitted to the AKT ODA holder home office via certified mail include, but are not limited to, software, manuals, embosser, and paper copies of applicant records (e.g., logbooks, authorizations, and photocopied identification).

Note: Applicant records, including copies of identification and authorization information and daily logs, both paper and electronic, must be maintained at the AKT ODA holder home office for at least 5 years from the date of closure of the testing center.

b. AKT ODA Holder Testing Center List. A list of AKT ODA holder testing centers may be viewed or downloaded from http://www.faa.gov/training_testing/testing/airmen.

5. Sponsorship. Testing centers shall be sponsored by only one AKT ODA holder.

6. Testing Center Affiliation. Testing center affiliation with an FAA-approved Aviation Maintenance Technician School (AMTS) is based on school need. AMTSs desiring testing center affiliation must contact the supervising Flight Standards District Office (FSDO) for guidance on the affiliation application and approval process.

a. List of Graduates. The AMTS must provide a certified school graduation list to the affiliated testing center(s) and the supervising FSDO.

b. Graduate Information. Graduates from an officially affiliated AMTS may take the knowledge test upon presenting an appropriate graduation certificate or certificate of completion to the affiliated testing center. A graduate's name, address, curriculum completed, and graduation date must be on the certified list received by the testing center from the AMTS before administering the appropriate test(s).

c. Graduation Certificate Nonacceptance. Graduation certificates may not be accepted as proper authorization by testing centers not affiliated with an AMTS. (Refer to Chapter 5, paragraph 10.)

d. Affiliations. A testing center may be affiliated with more than one AMTS, and an AMTS may be affiliated with more than one testing center. The AKT ODA holder must provide the Airman Testing Standards Branch (AFS-630) with copies of documented proof of FSDO-approved affiliations between testing centers and AMTSs.

7. Special Test Administrator (STA) Approval. A request for approval of an STA must be made in writing to the Organization Management Team (OMT) Lead at least 14 calendar days in advance of the proposed STA arrangement. The request shall include:

- The name of the person conducting the STA process;
- The location of where the STA process is to be carried out;
- The proposed date(s) of test administration; and
- The type and number of tests to be administered.

Note: STAs must be representatives of only one AKT ODA holder.

Chapter 4. Test Procedures—General

1. Verification of Applicant Identity and Information. The Federal Aviation Administration (FAA) Airman Knowledge Testing (AKT) Applicant Identification, Information Verification, and Authorization Requirements Matrix may be viewed at or downloaded from http://www.faa.gov/training_testing/testing/airmen. The matrix is intended as a reference tool only. For additional information on applicant identification and information verification requirements, see the appropriate portions of Title 14 of the Code of Federal Regulations (14 CFR) part 61.

a. Applicant Identity Verification. Prior to knowledge test administration, the unit member must ensure that each applicant provides valid and current proof of identification that includes:

- An official photograph of the applicant.
- The applicant's date of birth.
- The applicant's signature.
- The applicant's physical, residential address.

b. Acceptable Forms of Identification. The proof of applicant identification may be presented in more than one form.

(1) Acceptable forms of photo identification for U.S. citizens and resident aliens include:

- Driver's license issued by a U.S. state or territory,
- U.S. Government identification card,
- U.S. Military identification card, and
- Passport or alien residency card.

(2) Acceptable forms of photo identification for non-U.S. citizens must include a passport *and* one or more of the following:

- Driver's license issued by a state or U.S. territory.
- Identification card, issued by any government entity *and* printed in English.

2. Underage Applicant. For an applicant under age 18, a parent or legal guardian may have to accompany the applicant and, after identifying themselves as described above, may attest to the applicant's identity. (Refer to FAA Order 8900.1, Volume 5, Chapter 1, Section 3, subparagraph 5-53D.) The parent or legal guardian must present a valid and current form of identification as described in subparagraph 1b.

3. Processing of Applicants. Prior to knowledge test administration, the unit member must ensure proper test authorization is presented (if applicable), and ensure proper completion of the testing center daily log.

a. Applicant Eligibility. The unit member must not administer a test to an applicant who does not present proper test authorization. The applicant must comply with eligibility requirements. By signing the testing center daily log, applicants are certifying that they meet the applicable eligibility requirements contained in Chapter 5 and the appropriate 14 CFR part. If applicant eligibility is in doubt, the unit member should confer with the Organization Designation Authorization (ODA) administrator. The ODA administrator may find it necessary to contact their Airman Testing Standards Branch (AFS-630) for further guidance. (Refer to Chapter 5, paragraph 1, for information on authorization requirements.)

b. Document Retention. The unit member must make a legible photocopy of any identification and authorization documents presented at the time of applicant processing, including any copies of parent or legal guardian identification as described in paragraph 2. These copies must be attached to and filed with the applicable daily log.

c. Daily Log Information. The testing center must provide a daily log for applicant sign in and sign out. The sign in/out logs must be maintained in an accurate and complete manner, including posting of the Figure 4-1, Important Notice for Airman Applicants, at the top of each log sheet. All applicants must be advised to read this notice before signing the log. The log sheet must be formatted to collect the following:

(1) Applicant's *printed* name (in English), including name suffix (if applicable), as shown on the identification presented to the unit member prior to test administration.

Note: The applicant name shown on the presented identification, printed on the daily log, and displayed on the resulting Airman Knowledge Test Report must be identical information.

(2) Applicant's signature, as shown on the identification presented to the unit member prior to test administration.

(3) Applicant's Social Security number or date of birth.

(4) Type of test.

(5) Date of test.

(6) Time in for each test.

(7) Time out for each test.

(8) Initials of the unit member for each test administered, for both the time in and time out.

d. Daily Log Retention. Testing center daily logs must be retained for a period of 5 years from the date of the knowledge test(s) listed on the log. Records for FAA airman knowledge tests shall be retained separately from records for other types of tests that may be administered by the testing center. The daily logs and associated identification, eligibility, and authorization information must be shredded upon expiration of the 5-year retention period.

Figure 4-1. Important Notice for Airman Applicants

IMPORTANT NOTICE FOR AIRMAN APPLICANTS By signing below, you are certifying that you are the individual depicted on the identification presented to the unit member at the time of the airman knowledge test. You are also certifying that you do not already hold a valid, current certificate or rating in the area in which you are testing. Furthermore, you are certifying that you are in compliance with the appropriate FAA eligibility requirements and, if this is a retest, you are also in compliance with the retesting requirements. Failure to meet these requirements may be grounds for enforcement action, which could result in suspension or revocation of any airman certificate or rating.

Note: This is the notice to be placed at the top of each sheet of the testing center's daily log.

4. Unit Member Test Administration Responsibilities.

a. Before the Test.

(1) Instruct the applicant that he or she may not enter the testing area with personal possessions, including any type of writing instrument, portable phone, electronic planner, or any type of device with text or video recording capabilities. Applicants must secure their own personal possessions before entering the testing area (e.g., lock personal items in vehicle, etc.).

(2) Instruct the applicant that he or she may not communicate with any other student or test applicant once test administration has commenced.

(3) Instruct the applicant that he or she may not leave the testing area without unit member supervision or the test will be terminated.

(4) Ensure that the proper test is available.

(5) Furnish each applicant with:

(a) An explanation of and opportunity to utilize the online tutorial, which explains the method for navigating within the testing system;

(b) The required supplement book;

(c) An accountable number of blank sheets of scratch paper; and

(d) A writing instrument (if requested by the applicant).

(6) Inspect the aid(s) the applicant plans to use during the test to ensure that they meet the guidelines stated in paragraph 6.

(7) Answer applicant questions regarding the proper use of equipment.

b. During the Test.

(1) Provide surveillance of applicants at all times during test administration, including accompanying an applicant during any break (see paragraph 7).

(2) Monitor applicants' whereabouts and activities during any computer crash or system down time.

Note: Once the applicant leaves the testing center, or if a test cannot be resumed until the following day, a new test must be administered.

c. After the Test.

(1) Collect the writing instrument (if one was issued to the applicant prior to test).

(2) Collect the same number of sheets of scratch paper as was distributed before the test.

(3) Provide the applicant an opportunity to review any missed questions, if requested by the applicant.

(a) The unit member prompts the missed question viewing capability by entering his or her password into the test delivery system.

(b) The unit member must remain in the testing room while the applicant is viewing the missed questions.

(4) Collect the supplement book and inspect the book to ensure no extraneous marks exist.

(5) Issue the applicant an Airman Knowledge Test Report, ensuring that an embossed seal has been applied. (Refer to Appendix A, Figure A-6, Sample Airman Knowledge Test Report.)

Note: The testing center must print only one copy of the Airman Knowledge Test Report for the applicant. Additional prints or photocopies of the test report are not to be kept on file at the testing center.

5. Time Allowed for Tests. The time allowed for the completion of a test must be explained to the applicant during initial registration. This time is based on previous experience and educational statistics, and is considered more than adequate for applicants with proper preparation and instruction. A test should not be started so near to the testing center closing hour that the applicant is denied the full allotted time.

a. Waiving Right to Full Allotted Time. A test may be administered when less than the allotted time is available if the applicant signs an agreement statement waiving the right to the full allotted time. (Refer to Appendix A, Figure A-7, Example of a Statement Waiving Right to Full Allotted Test Time.) The test must be terminated at the time agreed upon by the applicant and the unit member.

b. Breaks. The unit member should advise the applicant before the beginning of the test that when a break is necessary, test time continues uninterrupted. The applicant's whereabouts during this break must be monitored by the unit member.

6. Use of Aids, Reference Materials, and Test Materials. The applicant may use aids, reference materials, and test materials within the guidelines listed below, as long as actual test questions or answers are not revealed. All models of aviation-oriented calculators may be used, including small electronic calculators that perform only arithmetic functions (add, subtract, multiply, and divide). Simple programmable memories (which allow addition to, subtraction from, or retrieval of one number from the memory) are permissible. Also, simple functions, such as square root and percent keys, are permissible. The following guidelines apply:

a. Written Materials. Applicants for airman knowledge tests may not take any written materials (either handwritten, printed, or electronic) other than the supplement book provided by the unit member into the testing area.

Note: The unit member is responsible for ensuring, when applicable, that the applicant receives the correct supplement book to be used during the knowledge test. The unit member must discard outdated, incomplete, or damaged supplement books, and must obtain replacement supplement books as necessary.

b. Test Materials. Applicants may use scales, straightedges, protractors, plotters, navigation computers, blank log sheets, holding pattern entry aids, and electronic or mechanical calculators that are directly related to the test.

c. Manufacturers' Aids. Manufacturers' permanently inscribed instructions on the front and back of such aids (e.g., formulas, conversions, regulations, signals, weather data, holding pattern diagrams, frequencies, Weight and Balance (W&B) formulas, and air traffic control (ATC) procedures) are permissible.

d. Calculators. Testing centers may provide calculators to applicants and/or deny applicants' use of their personal calculators based on the following limitations.

(1) Before and upon completion of the test, while in the presence of the unit member, the applicant must actuate the "ON/OFF" switch or "RESET" button and perform any other function that ensures the erasure of any data stored in memory circuits.

(2) The use of electronic calculators incorporating permanent or continuous type memory circuits without erasure capability is prohibited. The unit member may refuse the use of the applicant's calculator when unable to determine the calculator's erasure capability.

(3) Printouts of data must be surrendered at the completion of the test if the calculator incorporates this design feature.

(4) The use of magnetic cards, magnetic tapes, modules, computer chips, or any other device upon which pre-written programs or information related to the test can be stored and retrieved is prohibited.

(5) The applicant is not permitted to use any booklet or manual containing instructions related to the use of test aids.

e. Dictionaries. Dictionaries are not allowed in the testing area.

f. Final Decision. The unit member makes the final determination regarding aids, reference materials, and test materials an applicant may take into the testing area.

7. Visual or Video Surveillance of Applicants During Tests. The unit member must be able to clearly and fully view all applicants at all times, be aware of all activities in the testing room, and be alert for any misconduct.

a. Acceptable Forms of Surveillance.

(1) Video Surveillance. A video surveillance system is acceptable as a means of monitoring airman applicants during testing, provided that the system covers the entire testing area and permits the unit member to have a clear and full view of each applicant and testing station on a video monitor.

(a) If video monitoring is used, a sign must be visible to the applicants advising that the testing area is being video monitored.

(b) Video surveillance of applicants does not preclude the performance of other tasks by the unit member; however, additional duties must not interfere with applicant surveillance.

(2) Viewing window; and/or

(3) Proctor stationed in testing room.

b. Unacceptable Methods of Surveillance.

(1) Any of the above forms of surveillance if they do not allow the unit member to clearly and fully view all airman knowledge test applicants at all times; and

(2) Convex mirrors, which are not to be considered a replacement for any of the above surveillance methods.

c. Monitored Break Periods. When an applicant break is necessary, the applicant must be accompanied by a unit member (e.g., to the water fountain or to the outer door of the restroom).

(1) The unit member must advise the applicant that leaving the testing area without supervision will result in termination of the applicant's exam.

(2) Visual surveillance of applicants does not preclude the performance of other tasks by the unit member; however, additional duties must not interfere with applicant surveillance. If additional duties require the unit member to be out of the visual or video surveillance range, he or she must arrange for another unit member to perform surveillance before leaving the area.

8. Applicant Misconduct During Testing.

a. Reporting to the ODA Administrator. Testing center personnel must report all violent, disruptive, or abusive acts, including incidents or allegations of cheating, to their ODA administrator. The ODA administrator must immediately contact AFS-630. AFS-630 will immediately notify the jurisdictional Flight Standards District Office (FSDO) or International Field Office (IFO). (Refer to 14 CFR part 65, § 65.18.)

Note: Reports of cheating involving testing center personnel may result in the immediate suspension of all testing privileges in accordance with FAA Order 8100.15, Organization Designation Authorization Procedures. Confirmed cases may result in the permanent shutdown of that testing center. In addition, appropriate enforcement action may be taken against testing center personnel or any applicant that might be involved.

b. Cheating. If an applicant appears to be cheating, the unit member must immediately discontinue the test and escort the applicant from the area to avoid disturbing others who may be taking tests. The unit member must collect the applicant's authorization, all test materials, including supplement book(s), and advise the applicant that further testing may continue only after the FAA completes an investigation.

(1) The unit member must immediately notify the ODA administrator and the jurisdictional FSDO of the alleged cheating incident. The unit member must retain any evidence related to the cheating incident in a secured area until receipt of further instructions.

(2) The ODA administrator must immediately notify AFS-630.

(3) AFS-630 must notify the jurisdictional FSDO or IFO of the known facts relating to the incident.

(4) The FSDO or IFO must contact the jurisdictional FAA Servicing Security Element (SSE) to coordinate an investigation to be conducted in accordance with the current edition of FAA Order 2150.3, FAA Compliance and Enforcement Program.

(5) AFS-630, the FSDO, or the IFO may recommend the applicant be placed on test registration hold until such time that the investigation is concluded. The registration hold will be coordinated by or through AFS-630.

(6) Upon completion of the FSDO or IFO and SSE investigation, the FSDO or IFO must provide written notification of the results to AFS-630, including any recommendation to put the applicant on extended test registration hold.

(7) If the charge of cheating is judged in favor of the applicant, AFS-630 will make arrangements to administer a new test.

9. Handling Applicant Comments on Tests. The AKT ODA holder must provide an opportunity for applicants to enter comments into the computer regarding their testing experience and environment, and comments on FAA test questions.

a. Unit Member Bias. The unit member must not express opinions regarding test questions or answers before, during, or after a test session.

b. Hand-Scored Tests. If an applicant wishes to have a test hand-scored, he or she must submit a request, in the form of a signed letter, to AFS-630. The request must be accompanied by a legible photocopy of proof of identification, including an official photograph of the applicant and his or her signature.

10. Duplicate Airman Knowledge Test Reports. A testing center must provide an applicant only one Airman Knowledge Test Report.

a. Printing. If an Airman Knowledge Test Report cannot be printed at the testing center at the time of completion of an applicant's test, the testing center must contact the AKT ODA holder home office. Within 48 hours, the home office must print the test report, seal it with the home office's official raised seal, and mail the report to the applicant.

b. Duplicate Copies. Once an applicant leaves the testing center upon completion of an airman knowledge test, a duplicate test report must not be furnished by the testing center for any reason.

c. Unauthorized Copying. Unauthorized production of duplicate test reports is cause for permanent closure of a testing center.

d. Applicant Request for Duplicate. An applicant who requires a duplicate test report due to loss, theft, or destruction of the original must send a signed request, including a check or money order for \$1, to: Federal Aviation Administration, Airmen Certification Branch, AFS-760, Written Test Section, P.O. Box 25082, Oklahoma City, OK 73125-0082.

e. Faxed Results. The Airmen Certification Branch (AFS-760) may issue a fax to inform applicants of test results only in certain cases, such as applicants whose requests are job-related. However, an applicant may not use a fax in lieu of an official Airman Knowledge Test Report to take a practical test for an FAA airman certificate or rating.

11. Erroneous Airman Knowledge Test Reports. If an error is detected on an Airman Knowledge Test Report, the applicant has two options:

a. Correction Procedure. Follow the procedure located at the link titled "How do I request a change to personal information on my Airman Knowledge Test Report?" at http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afs/afs600/afs630/; or

b. Proof Presentation. Present proof of correct information at the time of the practical test or at the time of certificate application. If proof is presented at the time of the practical test, the practical test examiner must provide a certifying statement that the correct information was presented. This statement, along with a photocopy of the applicant's identification, must accompany the airman's certification file that is forwarded to AFS-760.

12. Test Administration for Unit Members. Unit members who wish to take an airman knowledge test must take the exam at a location other than the testing center at which he or she is employed. Unit members shall not administer a test to an immediate family member.

13. Testing Procedures for Applicants with Learning or Reading Disabilities. An applicant with a learning or reading disability may request approval from AFS-630 through the local FSDO or IFO to take an airman knowledge test with special accommodations. These requests will be considered on a case-by-case basis, including consideration for allowing the applicant up to one and one-half times the standard time allotted to complete the airman knowledge test.

a. Testing Options. The applicant must contact their local FSDO or IFO to request approval to take an airman knowledge test using one of the three options listed below, in preferential order:

(1) Option One. Use current testing facilities and procedures whenever possible.

(2) Option Two. The applicant may use a self-contained electronic device which pronounces and displays typed-in words (e.g., the Franklin Speaking Wordmaster®) to facilitate the testing process.

Note: The device should consist of an electronic thesaurus that audibly pronounces typed-in words and presents them on a display screen. The device should also have a built-in headphone jack for private listening in order to avoid disturbing others during testing.

(3) Option Three. An applicant who chooses not to use the first or second option may request that a unit member assist in reading specific words or terms from the test questions and/or supplement book. In the interest of preventing compromise of the testing process, the unit member must be an individual with no aviation background or expertise. The unit member must provide reading assistance only, with no explanation of words or terms. When this option is requested, the FSDO or IFO representative must contact AFS-630 for assistance in selecting the test site and assisting unit member.

Note: Applicants desiring to test using procedures other than those described in the preceding options must first seek permission from AFS-630.

b. Required Items. The applicant's request through the FSDO or IFO must include:

(1) A copy of medical documentation, including the diagnosing physician's name and contact information, verifying that the applicant has a learning or reading disability.

(2) Requested method of test administration.

c. Receipt of Applicant Request. AFS-630 will confirm receipt of the applicant's request, including applicable documentation and a statement confirming that the applicant has been advised of the regulatory certification requirement of being able to read, write, speak, and understand the English language.

d. Approval or Disapproval. AFS-630 will respond to the applicant, through the field office, regarding approval or disapproval of the request. Approved requests will include the designated testing center location, unit member name, test administration method, and appointment time.

Note: The applicant must have met the airman eligibility requirements of 14 CFR, or the applicant may request an exemption through the Office of Rulemaking, Aircraft and Airport Rules Division (ARM-200). The field office may not authorize exemption, in accordance with 14 CFR part 11, from the specific requirements stated in the applicable rule.

14. Test Preparation Courses. Knowledge test item banks must be retained within a secure test maintenance and delivery application/network, completely separate from any test preparation programs managed or participated in by the AKT ODA holder or its testing centers.

Chapter 5. Knowledge Test Eligibility Requirements

1. Matrix. The Federal Aviation Administration (FAA) Airman Knowledge Testing (AKT) Applicant Identification, Information Verification, and Authorization Requirements Matrix may be viewed at or downloaded from http://www.faa.gov/training_testing/testing/airmen. The matrix contains the following knowledge test authorization information:

- Test codes,
- Test names,
- Number of questions on each test,
- Minimum knowledge test eligibility age,
- Time allotted for each test,
- Minimum passing score for each test,
- Acceptable forms of authorization, and
- Retesting policies.

Note: The matrix is intended as a reference tool only. For additional information on eligibility requirements, authorization requirements, and test selection, refer to the remainder of this chapter or the appropriate sections of Title 14 of the Code of Federal Regulations (14 CFR) parts 61, 63, and 65.

2. Faxed Authorizations. A testing center may accept a faxed authorization for an applicant to take an airman knowledge test if the following criteria are met. (This faxed authorization policy applies only to initial test takes and does *not* apply to retests after failure or retests for a higher score.)

a. Receiving Location. The authorization must be faxed directly to the testing center.

b. Fax Information. The source of the fax must be identifiable, including the name of the company sending the fax, the sending company's fax and telephone number, and the date and time of the fax transaction. (This information must be programmed into the sender's fax machine so that it automatically prints in the top and/or bottom margin(s) of the page as it is received through the receiving testing center's fax machine.)

c. Certificate of Completion. Certificate of completion faxes may include an electronic signature initiated by approved organizations.

d. Determining Authorization Validity. Each unit member should use their best judgment in determining whether or not an authorization appears to be valid. If there is any doubt as to the validity of the authorization, the unit member must contact the issuer at the phone number listed in the margin of the fax to verify that the document is legitimate.

3. Selection of Test. The appropriate test must be administered to an applicant. The administration of an inappropriate test does not constitute a valid evaluation of the applicant's aeronautical knowledge and will not be accepted. The proper test for the specific certificate or rating must be administered before the applicant's file can be processed by AFS-760. The following examples should be noted.

- An airline transport pilot test may not be substituted for an instrument rating test or other pilot certificate test.
- The commercial pilot test may not be substituted for the military competence test.
- The commercial pilot test may not be substituted for the recreational or private pilot test.
- A flight instructor test may not be substituted for the Military Competence Instructor (MCI) test.
- The instrument rating test may not be substituted for the Instrument Rating-Foreign Pilot (IFP) test.
- A private pilot test may not be substituted for a recreational pilot test.
- An airman knowledge test for a specific certificate or rating must not be administered to an applicant who already holds a valid certificate or rating in that area.

4. Applicant Age Requirements. Age requirements for applicants to take airman knowledge tests are given in Figure 5-1, Airman Knowledge Test Minimum Age Requirements.

Figure 5-1. Airman Knowledge Test Minimum Age Requirements

In order to be eligible to take an Airman Knowledge Test, an applicant must meet the age requirement for the certificate sought before the expiration date of the Airman Knowledge Test Report.

Airman Knowledge Testing Area	Minimum Age to Take Knowledge Test¹
Aircraft Dispatcher ²	21
Airline Transport Pilot	21
Commercial Pilot	16
Flight Engineer (FE) ²	19
Flight Instructor	16
Flight Navigator	19
Fundamentals of Instructing	16
Ground Instructor (Basic, Advanced, Instrument)	16
Instrument Rating (Airplane or Helicopter)	15
Military Competence (Commercial)	16
Private Pilot (Balloon and Glider)	14
Private Pilot (EXCEPT Balloon and Glider)	15
Recreational Pilot	15
Sport Pilot (Balloon and Glider)	14
Sport Pilot (EXCEPT Balloon and Glider)	15
Aviation Maintenance Technician	NA ⁴
Inspection Authorization ⁵	21
Military Competence (Parachute Rigger)	16
Parachute Rigger	16

(1) Refer to Title 14 of the Code of Federal Regulations (14 CFR) part 61, § 61.35(a)(2)(iii).

(2) The Airman Knowledge Test Report may expire prior to the applicant being eligible for the certificate (Aircraft Dispatcher, age 23; FE, age 21), unless the applicant is eligible for an extension under 14 CFR part 63, § 63.35 (FE). There are no provisions for extending expiration of the Aircraft Dispatcher Airman Knowledge Test Report. An underage applicant for the Aircraft Dispatcher or FE certificate who possesses a passing Airman Knowledge Test Report may take the practical test. If the underage applicant satisfactorily completes the practical test, he or she may be issued a Letter of Aeronautical Competency in accordance with appropriate sections of FAA Order 8900.1, Flight Standards Information Management System (FSIMS).

(3) Refer to 14 CFR part 65, § 65.71(a)(1).

(4) Section 65.71 does not specifically address minimum age requirements for aviation maintenance technician testing or certification.

(5) Refer to § 65.91(c).

5. Test Credit for a Flight Instructor Applicant. An applicant for a flight instructor certificate or ground instructor certificate, other than an applicant applying as an MCI under § 61.73(g), must take the fundamentals of instructing (FOI) test unless the applicant:

- Holds a flight instructor or ground instructor certificate issued under part 61;
- Has received a passing grade on the FOI test;
- Holds a current teacher's certificate issued by a municipality, city, county, or state that authorizes the applicant to teach at an educational level of seventh grade or higher; or
- Is employed as a teacher at an accredited college or university.

6. Requirements for Pilot and Instructor Applicants. Satisfactory completion of ground instruction or a home study course appropriate to the certificate or rating sought is required of an applicant for a pilot or instructor knowledge test. Any one of the following options may be presented as evidence of meeting this requirement.

a. Pilot Training Course Certificate of Graduation. A certificate of graduation from a pilot training course conducted by an FAA-certificated pilot school or a statement of accomplishment from the school certifying satisfactory completion of the ground school portion of the course.

b. Ground School Course Certificate of Graduation. A certificate of graduation or statement of accomplishment from a ground school course conducted by an agency, such as a high school, college, adult education program, U.S. Armed Forces, Civil Air Patrol, or Reserve Officers' Training Corps (ROTC) flight training program.

c. Aviation Correspondence Course Certificate of Graduation. A certificate of graduation from an aviation correspondence course, with an authorized FAA instructor endorsement, certifying that the applicant possesses the required knowledge for that specific certificate or rating.

d. Written Statement or Logbook Entry. A written statement or logbook entry made by an authorized FAA flight or ground instructor certifying that the applicant has satisfactorily completed the ground instruction required for the certificate or rating sought.

e. Endorsement from an Authorized Instructor. An endorsement from an authorized instructor certifying that the applicant accomplished ground training or home study course required by part 61 for the certificate or rating sought and is prepared for the knowledge test.

7. Requirements for Sport Pilot and Flight Instructor with a Sport Pilot Rating Applicants. In order to take a sport pilot knowledge test or a flight instructor with a sport pilot rating test, an applicant must hold one of the following.

a. Ground School Completion. Certificate of graduation or a statement of accomplishment certifying the satisfactory completion of the ground school portion of a course for the certificate or rating sought. The certificate or statement may be issued by an FAA-certified pilot school or an agency, such as a high school, college, adult education program, Civil Air Patrol, or ROTC flight training school.

b. Statement or Endorsement from Authorized Instructor. A written statement or logbook endorsement from an authorized ground or flight instructor certifying that the applicant completed an applicable ground training or home study course and is prepared for the knowledge test.

c. Failed, Passing, or Expired Report. A failed, passing, or expired Airman Knowledge Test Report, provided the applicant still has the original test report in his or her possession. (Refer to paragraphs 22 and 23.)

d. Expired Test/Credit Letter. An expired test/credit letter issued by AFS-760 (in lieu of a duplicate Airman Knowledge Test Report).

8. Requirements for Flight Engineer (FE) Applicants. To take an FE knowledge test, an applicant must hold one of the following:

a. Certificate. An FAA commercial pilot certificate with an instrument rating or airline transport pilot (ATP) certificate.

b. License. A foreign unrestricted commercial pilot license with an instrument rating or an ATP license issued by an International Civil Aviation Organization (ICAO) member state.

c. Endorsement. The endorsement must certify that the applicant meets the knowledge requirements of § 63.35(c), and the aeronautical experience requirements of § 63.37 (refer to Appendix A, Figure A-9, Sample Endorsement from an FAA Aviation Safety Inspector (Operations/Airworthiness) to Take a Flight Engineer Knowledge Test). An endorsement for an FE knowledge test must be provided by one of the following persons authorized to recommend FE applicants:

(1) A person who holds a current FAA FE certificate with the appropriate class rating.

(2) A U.S. Armed Forces FE instructor or standardization/evaluation FE for that class of airplane.

(3) FE instructors associated with 14 CFR part 121 training programs, including part 142 certificate holders, who have an FE curriculum.

(4) An FAA aviation safety inspector (ASI) (Operations and/or Airworthiness).

d. Original Test Report. A passed, failed, or expired original test report for the specific test.

9. Minimum Age Requirements. Applicants taking the FE test must be 19 years of age, and applicants taking the dispatcher test must be 21 years of age. (Refer to Figure 5-1 for additional information.)

10. Requirements for Aviation Mechanic Applicants. The Aviation Mechanic General (AMG), Aviation Mechanic Airframe (AMA), and Aviation Mechanic Powerplant (AMP) knowledge tests may be taken when an applicant presents one of the following:

a. FAA Form 8610-2, Airman Certificate and/or Rating Application. An FAA Form 8610-2 endorsed by an ASI (Airworthiness) in block V. (Refer to Appendix A, Figure A-8, FAA Form 8610-2, Airman Certificate and/or Rating Application.)

(1) If an applicant possesses a mechanic certificate with either an airframe or powerplant rating, the general test must not be administered.

(2) When an applicant presents an original Form 8610-2 as authorization for a mechanic (AMG, AMA, or AMP) test, the unit member must make a photocopy of the form for the testing center files, attach the copy to the applicable daily log, and return the original to the applicant.

Note: All applicants for the general test must present a completed application or graduation certificate showing either powerplant or airframe rating eligibility, or must present evidence to the testing center that he or she has been authorized to take the general test based on the school having an exemption, issued under 14 CFR part 11, to part 65, § 65.75(a).

b. Graduation Certificate or Certificate of Completion. A graduation certificate or certificate of completion from a testing center affiliated with an FAA-certificated Aviation Maintenance Technician School (AMTS). The applicant's name, graduation date, and curriculum from where they graduated must appear on a certified graduate list provided to the testing center by the AMTS. This list must be signed by an authorized AMTS official. A graduate from an AMTS need not present the graduation certificate or certificate of completion to an ASI (Airworthiness) before taking the knowledge tests, provided the tests are administered by the affiliated testing center.

(1) Graduates taking any aviation mechanic test at a testing center other than one affiliated with the AMTS must present a graduation certificate or certificate of completion to an ASI (Airworthiness) or aviation safety technician (AST) before testing. The ASI must review the documents and complete and sign block V of FAA Form 8610-2.

Note: Graduation certificates may *not* be accepted as proper authorization in nonaffiliated testing situations.

(2) The exam date for a mechanic knowledge test should not precede the date of the graduation certificate date.

c. Original Test Report. A passed, failed, or expired original test report for the specific test.

11. Requirements for Parachute Rigger Applicants. FAA Form 8610-2, endorsed by an ASI (Airworthiness) in block V, is required for parachute rigger applicants. (Refer to Appendix A, Figure A-8.)

12. Requirements for Inspection Authorization (IA) Applicants. FAA Form 8610-1, Mechanic's Application for Inspection Authorization—Privacy Act, endorsed by an ASI (Airworthiness) in block 14, is required for IA applicants. (Refer to Appendix A, Figure A-10, FAA Form 8610-1, Mechanic's Application for Inspection Authorization.)

13. Requirements for Military Pilot or Former Military Pilot Applicants. The FAA requires knowledge tests for the issuance of pilot and flight instructor certificates under Special Rules found in § 61.73. The applicant must meet the requirements of § 61.73 before applying, on the basis of military competency, for:

a. Certificates and Ratings.

- (1) A commercial pilot certificate with the appropriate aircraft category and class rating;
- (2) An instrument rating with the appropriate aircraft rating;
- (3) Aircraft type rating; or
- (4) Flight instructor certificate and ratings.

Note: The applicant must pass a military competency knowledge test for the issuance of items listed in subparagraphs 13a(1) and (4). The FAA issues items listed in subparagraphs 13a(2) and (3) on the basis of evidentiary documents, along with the issuance of items listed in subparagraphs 13a(1) and (4); therefore, no separate military competency knowledge test is administered for items listed in subparagraphs 13a(2) and (3).

b. Military Competence (Commercial) Tests. Two versions of the knowledge test for a commercial pilot certificate with the appropriate category and class rating are available.

(1) Administer the Military Competency Airplane (MCA) test to an applicant who seeks a commercial pilot certificate with an airplane category rating.

(2) Administer the Military Competency Helicopter (MCH) test to an applicant who seeks a commercial pilot certificate with a rotorcraft helicopter category and class rating.

Note: An applicant who is qualified in both airplanes and helicopters may choose to take either the MCA or MCH test. An applicant who seeks item 13a(1), on the basis of military competence in powered-lift aircraft, must first be qualified in either airplanes or helicopters. Therefore, the applicant may choose to take either the MCA or MCH test, be issued the commercial pilot airplane or helicopter certificate, and then apply to have powered-lift added to that commercial airplane or helicopter certificate.

c. Military Competence (Instructor) Tests. There is only one version of the knowledge test for a flight instructor certificate and ratings. Administer the MCI test to an applicant who seeks a flight instructor certificate and ratings on the basis of military competency.

d. Foreign Military Pilots Assigned to Pilot Duties in the U.S. Armed Forces. A military pilot in the Armed Forces of a foreign contracting state to the Convention on International Civil Aviation and assigned to pilot duties in the U.S. Armed Forces, for purposes other than receiving flight training, may also apply for items 13a(1), (2), and (3) per § 61.73. Administer either the MCA or MCH test based on which certificate the applicant seeks.

e. All Military Pilots.

(1) When a military pilot applicant passes an MCA or MCH knowledge test, the applicant must make application to the FAA in accordance with § 61.73. When the applicant meets the requirements of the applicable 14 CFR section, Form 8060-4 may be issued to the applicant.

(2) If the military pilot applicant does not receive a passing score, the applicant must meet the requirements of § 61.49 before retaking that knowledge test.

14. Foreign Pilot Instrument Rating Tests. The FAA requires a knowledge test for the issuance of an instrument rating on a U.S. pilot certificate of an applicant who also holds an instrument rating on a foreign pilot license issued by a contracting state to the Convention on International Civil Aviation. The applicant must meet the requirements of § 61.75 before applying for the addition of the instrument rating to the applicant's U.S. pilot certificate. The applicant must pass an IFP test.

a. Test Administration. Do not substitute initial or added rating instrument knowledge tests (Instrument Rating Airplane (IRA), Instrument Rating Helicopter (IRH), or Instrument Rating Canadian Conversion (ICP)) for the IFP knowledge test. However, administer an initial instrument rating knowledge test (IRA or IRH) to a foreign pilot applicant who desires to take the instrument rating practical test and be issued a certificate with the notation "U.S. TEST PASSED."

b. Temporary Airman Certificate. When a foreign pilot applicant passes an IFP, IRA, or IRH knowledge test, the applicant must make application to the FAA in accordance with § 61.75. When the applicant meets the requirements of the applicable 14 CFR section, an FAA Form 8060-4, Temporary Airman Certificate, may be issued to the applicant.

c. Retaking the Knowledge Test. If the foreign pilot applicant does not receive a passing score, the applicant must meet the requirements of § 61.49 before retaking that knowledge test.

15. Military Competence Parachute Rigger Tests. To be eligible for a parachute rigger certificate based on military competency, the applicant must meet the requirements of §§ 65.113 and 65.117. The applicant must present a completed FAA Form 8610-2 (refer to Appendix A, Figure A-8), approved and signed by an ASI (Airworthiness) from the local Flight Standards District Office (FSDO) or International Field Office (IFO), to the test site registrar before taking the knowledge test.

16. Transitioning Between Powered and Nonpowered Category and Class Rating Tests.

a. Powered Aircraft Class Rating. When applying for an additional category or class rating, a knowledge test is not required for an applicant who holds a recreational, private, or commercial pilot certificate with a category and class rating for powered aircraft.

b. Nonpowered Class Rating. When applying for a category or class rating for powered or nonpowered aircraft, a knowledge test is required for an applicant who holds a recreational, private, or commercial pilot certificate with a category and class rating for nonpowered aircraft (i.e., glider and hot air balloon). (Refer to Figure 5-2, Recreational Pilot—Addition of Category and Class Ratings, Figure 5-3, Private Pilot—Addition of Category and Class Ratings, and Figure 5-4, Commercial Pilot—Addition of Category and Class Ratings for examples of the addition of category and class ratings.)

17. Private Pilot Transition Tests. Administer a transition test to an applicant who holds a recreational pilot certificate with an airplane, gyroplane, or helicopter rating, and who meets the knowledge requirements for the private pilot certificate with the corresponding rating. A transition test may be administered to an applicant who holds an appropriate recreational pilot test report with a passing grade. (Refer to Figure 5-5, Recreational Pilot—Private Pilot Transition Tests.)

18. Added Rating Tests. Added rating tests may be administered to an applicant who meets specific requirements; however, the applicant has the option of taking the full test. Added rating tests are available for holders of airline transport pilot, flight instructor, and FE certificates, or for holders of valid test reports for those certificates. These tests are specific in content and shorter than initial tests. (Refer to Figure 5-6, Airline Transport Pilot—Added Rating Tests, Figure 5-7, Administration of Flight Instructor—Full Tests, Figure 5-8, Administration of Flight Instructor—Short Tests, and Figure 5-9, Administration of Flight Engineer Tests.)

Note: Before being administered an added rating test for a flight instructor certificate, the applicant must present evidence of having received ground instruction in the appropriate knowledge areas. This is normally accomplished by an instructor logbook endorsement.

19. Canadian Conversion Tests. A U.S. pilot wishing to obtain a Canadian license, or a Canadian pilot wishing to obtain a U.S. certificate, should review the current edition of FAA Advisory Circular (AC) 61-135, Conversion Procedures and Processes for FAA Pilot Certificates and TCCA Pilot Licenses. The FAA's International Programs and Policy Division (AFS-50) should be consulted regarding specific Canadian conversion questions. (Refer to Order 8900.1, Volume 5, Chapter 2, Section 14, paragraph 5-606.)

20. Administration of Knowledge Tests to Non-U.S. Citizens. Since knowledge tests are considered ground training, applicants who are not U.S. citizens may take airman knowledge tests without complying with the Transportation Security Administration's (TSA) Alien Flight Student Program.

21. Retesting After Failure. The applicant must surrender the previous test report to the unit member before retesting. The original test report is to be retained by the unit member and attached to the applicable sign-in/out log after administering the retest. The latest test taken will reflect the official score.

a. Authorized Instructor Endorsement. As stated in § 61.49, an applicant may apply for retesting after receiving additional training and an endorsement from an authorized instructor who has determined the applicant has been found competent to pass the test.

Note: The endorsement (authorized instructor's statement) must be recorded on the front of the failed test report, and must include the date(s) and hours of additional instruction. (Refer to Appendix A, Figure A-6.)

b. Reapplying for an FE Certificate. As stated in § 63.41, an applicant for an FE certificate who fails a knowledge test for that certificate may apply for retesting:

(1) Thirty days after the date the test was failed; or

(2) Within 30 days from the date of the failed test, only after the applicant has received additional practice or instruction and an endorsement from one of the following individuals:

(a) An FAA-certificated FE must complete the statement on the applicant's test report by entering the endorser's last name, first initial, FE certificate number, class rating, and signature.

(b) A U.S. Armed Forces standardization/evaluation FE instructor for a specific airplane class must enter the endorser's last name, first initial, branch of service, type of designation, and signature on the applicant's test report.

(c) An FE instructor associated with a part 121 FE training program must enter the endorser's last name, first initial, name of the facility, position held, and signature on the applicant's test report.

c. Reapplying for a Knowledge Test. As stated in § 65.19, with the exception of IA applicants, an applicant for a knowledge test for a certificate and rating, or for an additional rating under part 65, may apply for retesting:

(1) Thirty days after the applicant failed the test; or

(2) Before the 30 days have expired, if the applicant presents a signed statement from an airman holding the certificate and rating sought by the applicant certifying that the airman has given the applicant additional instruction in each of the subjects failed and considers the applicant ready for retesting.

d. IA Applicant Procedures. As stated in § 65.91, an applicant for IA who fails a test under § 65.91 may not apply for retesting until 90 days after the date of the failed test.

22. Retesting for Higher Score. Test applicants who have received a passing grade may retake the same test for a higher score after 30 days. The applicant must surrender the previous test report to the unit member before retesting. The unit member must destroy the original test report after administering the retest. The latest test taken will reflect the official score.

23. Validity Period for Tests.

a. Expiration Dates. All airman knowledge tests have an expiration date of 24 calendar-months, except for the following.

(1) ATP test expiration dates may be extended for applicants who meet the requirements of § 61.39(b).

(2) FE test expiration dates may be extended for applicants who meet the requirements of § 63.35(d).

Note: The ATP or FE knowledge test expiration date may be extended if the applicant has passed the ATP or FE knowledge test within 24 months prior to working with the FAA as an ASI.

b. Military Allowance. In order to avoid penalizing U.S. personnel who are unable to meet the regulatory time limits of their flight instructor certificate, inspection authorization, or airman written test report because they are serving outside of the United States in support of U.S. Armed Forces operations, the allowances of Special Federal Aviation Regulation (SFAR) 100-2 are observed. The effect of this action is to give U.S. personnel who are assigned outside the United States in support of U.S. Armed Forces operations extra time to meet certain eligibility requirements in the current rules. Effective June 20, 2010, and until further notice, SFAR 100-2 will continue to allow:

(1) FSDOs to accept expired flight instructor certificates and inspection authorizations for renewals from U.S. military and civilian personnel who are assigned outside the United States in support of U.S. Armed Forces operations.

(2) FSDOs to accept expired airman written test reports for certain practical tests from U.S. personnel who are assigned outside the United States in support of U.S. Armed Forces operations.

c. Minimum Age Requirements. For additional information regarding airman knowledge test minimum age requirements and validity period for tests, refer to Figure 5-1.

d. Reports Without an Expiration Date. All knowledge test reports that do not have an expiration date reflected on the test report expired on March 31, 1997.

Figure 5-2. Recreational Pilot—Addition of Category and Class Ratings

Category and Class Rating Held	Category and Class Rating Sought	Knowledge Test Required
RPA or RPG	RPH	None
RPA or RPH	RPG	None
RPG or RPH	RPA	None

Figure 5-3. Private Pilot—Addition of Category and Class Ratings

Category and Class Rating Held	Category and Class Rating Sought	Knowledge Test Required
PRH, PRG, or PLA	PAR	None
PAR, PRG, or PLA	PRH	None
PAR, PRH, or PLA	PRG	None
PAR, PRH, PRG, or PLA	PGL	None
PAR, PRH, PRG, or PLA	PBH	None
PAR, PRH, PRG, or PLA	PBG	None
PAR, PRH, or PRG	PLA	None
PBG, PBH, or PGL	PAR	PAR
PBG or PBH	PGL	PGL
PBG, PBH, or PGL	PRH	PRH
PBG, PBH, or PGL	PRG	PRG
PBG, PBH, or PGL	PLA	PLA
PGL or PBG	PBH	PBH
PGL or PBH	PBG	PBG

Figure 5-4. Commercial Pilot—Addition of Category and Class Ratings

Category and Class Rating Held	Category and Class Rating Sought	Knowledge Test Required
CRH, CRG, or CLA	CAX	None
CAX, CRG, or CLA	CRH	None
CAX, CRH, or CLA	CRG	None
CAX, CRH, CRG, or CLA	CGX	None
CAX, CRH, CRG, or CLA	CBH	None
CAX, CRH, CRG, or CLA	CBG	None
CAX, CRH, or CRG	CLA	None
CBG, CBH, or CGX	CAX	CAX
CBG or CBH	CGX	CGX
CBG, CBH, or CGX	CRH	CRH
CBG, CBH, or CGX	CRG	CRG
CBG, CBH, or CGX	CLA	CLA
CGX or CBG	CBH	CBH
CGX or CBH	CBG	CBG

Figure 5-5. Recreational Pilot—Private Pilot Transition Tests

Certificate/Rating Held or Knowledge Test Passed	Certificate/Rating Sought	Administer
RPA	PAR	PAT
RPG	PRG	PGT
RPH	PRH	PHT

Figure 5-6. Airline Transport Pilot—Added Rating Tests

Certificate/Rating Held or Knowledge Test Passed	Certificate/Rating Sought	Administer
ATP—Airplane	ATP—Helicopter	ARH
ATP—Helicopter	ATP—Airplane	ARA

Figure 5-7. Administration of Flight Instructor—Full Tests

Certificate/Rating Held or Knowledge Test Passed	Certificate/Rating Sought	Administer
None	FIA (initial)	FIA—full test
None	FRH (initial)	FRH—full test
None	FII (initial)	FII—full test
None	FIH (initial)	FIH—full test
None	FIG (initial)	FIG—full test
None	FRG (initial)	FRG—full test
FIA	FII (adding)	FII—full test
FIA	FIH (adding)	FIH—full test
FII	FIA (adding)	FIA—full test
FII	FRH (adding)	FRH—full test
FII	FIG (adding)	FIG—full test
FII	FRG (adding)	FRG—full test
FRH	FIH (adding)	FIH—full test
FRH	FII (adding)	FII—full test
FIH	FIA (adding)	FIA—full test
FIH	FRH (adding)	FRH—full test
FIH	FIG (adding)	FIG—full test
FIH	FRG (adding)	FRG—full test
FIG	FIA (adding)	FIA—full test
FIG	FRH (adding)	FRH—full test
FIG	FRG (adding)	FRG—full test
FIG	FII (adding)	FII—full test
FRG	FII (adding)	FII—full test

Figure 5-8. Administration of Flight Instructor—Short Tests

Certificate/Rating Held or Knowledge Test Passed	Certificate/Rating Sought	Administer
FIA	FRG (adding)	GFA—short
FIA	FRH (adding)	HFA—short
FIA	FIG (adding)	AFG—short
FIH	FII (adding)	AIF—short
FII	FIH (adding)	HIF—short
FRG	FIA (adding)	AFA—short
FRG	FRH (adding)	HFA—short
FRG	FIG (adding)	AFG—short
FRH	FIA (adding)	AFA—short
FRH	FRG (adding)	GFA—short
FRH	FIG (adding)	AFG—short

Figure 5-9. Administration of Flight Engineer Tests

Flight Engineer Certificate Held Or Knowledge Test Passed	Rating Sought	Administer
None	Turbojet	FEX
None	Turboprop	FET
None	Reciprocating Engine	FEN
FEX	Turboprop	FEP
FEX	Reciprocating Engine	FER
FET	Turbojet	FEJ
FET	Reciprocating Engine	FER
FEN	Turbojet	FEJ
FEN	Turboprop	FEP

Figure 5-10. Certificate/Rating Test Codes

Full Tests	Added Rating Tests
Airline Transport Pilot—Airplane (Part 121)	ATP
Airline Transport Pilot—Airplane (Part 135)	ATA
Airline Transport Pilot—Helicopter (Part 135)	ATH
Airline Transport Pilot—Powered Lift (Part 135)	ATL
Flight Instructor—Airplane	FIA
Flight Instructor—Instrument—Airplane	FII
Flight Instructor—Rotorcraft—Helicopter	FRH
Flight Instructor—Instrument—Helicopter	FIH
Flight Instructor—Glider	FIG
Flight Instructor—Rotorcraft—Gyroplane	FRG
Instrument Rating—Airplane	IRA
Instrument Rating—Helicopter	IRH
Flight Engineer—Turbojet and Basic	FEX
Flight Engineer—Turboprop and Basic	FET
Flight Engineer—Reciprocating Engine and Basic	FEN
Airline Transport Pilot—Airplane (Part 135)	ARA
Airline Transport Pilot—Helicopter (Part 135)	ARH
Flight Instructor—Airplane	AFA
Flight Instructor—Glider	AFG
Flight Instructor—Instrument—Airplane	AIF
Flight Instructor—Rotorcraft—Helicopter	HFA
Flight Instructor—Instrument—Helicopter	HIF
Flight Instructor—Rotorcraft—Gyroplane	GFA
Flight Engineer—Turbojet	FEJ
Flight Engineer—Turboprop	FEP
Flight Engineer—Reciprocating Engine	FER

Chapter 6. Data Collection and Test Report Specifications

1. Applicant Registration. The Airman Knowledge Testing (AKT) Organization Designation Authorization (ODA) holder registrar or unit member must enter the required information into the applicant's data file. AKT ODA holder home office personnel and unit members may be subject to data collection and entry proficiency checks.

a. Personal Information.

(1) Applicant's name, as shown on the identification presented to the unit member at the time of test administration.

(2) Applicant's name suffix (i.e., Jr., Sr., III), as applicable and as shown on the identification presented to the unit member at the time of test administration. (Refer to Appendix A, Figure A-2, Knowledge Test Data Record Layout, field 6.)

(3) Applicant's eight-digit date of birth (e.g., 02211958).

(4) Applicant's mailing address (number and street, apartment number, post office box or rural route, city, state/country, and ZIP code).

(5) Applicant's citizenship. (Refer to Appendix A, Figure A-12, Country and Nationality Codes.)

(6) Applicant's U.S. Social Security number, if voluntarily provided, or eight-digit date of birth (e.g., 02211960).

b. Test Information.

(1) Date of test (e.g., 10262002).

(2) Title of test (e.g., Private Pilot—Airplane).

(3) Test code (e.g., PAR).

(4) Take number.

(a) For an initial test, enter "1." (An entry of "0" is not a valid take number.)

(b) For retakes within 24 calendar-months, enter the next successive number (e.g., 2, 3, 4, etc.). If there is a break of more than 24 months from the last test date, start again with 1.

c. Course Completion Date and School Certificate Number. If the applicant presents proof of having completed an FAA-approved course (i.e., an FAA Form 8610-2, a certificate of completion, or a graduation certificate), enter the completion date and school certificate number.

(1) For pilot applicants, enter the school certificate number if the applicant has completed a course from an FAA-approved Title 14 of the Code of Federal Regulations (14 CFR) part 141 pilot school.

(2) For mechanic applicants, enter the school certificate number if the applicant has completed a course from an FAA-approved 14 CFR part 147 school.

Note: The Airman Testing Standards Branch (AFS-630) will provide the AKT ODA holder registrar a list of part 141 and 147 schools and their certificate numbers. No entry must be made if a school is not on the provided list. Part 147 school numbers must not be entered for part 141 exam registrations; likewise, part 141 school numbers must not be entered for part 147-related exams.

2. Airman Knowledge Test Report Specifications. The AKT ODA holder must produce an Airman Knowledge Test Report at the conclusion of an exam. The information displayed on the Airman Knowledge Test Report must follow the layout as shown in Appendix A, Figure A-6, Sample Airman Knowledge Test Report, and must conform to the following requirements.

- A header and/or footer area must be available for the AKT ODA holder's approved logo, address, and telephone number(s).
- The AKT ODA holder's circular embossed seal must appear in the middle right portion of the body of the test report.
- The phrase "DO NOT LOSE THIS REPORT" must be printed in a minimum of 18-point font, in all caps and centered, in the middle portion of the test report.
- The authorized instructor's statement portion of the test report must be printed in a minimum of 9-point font.
- All other lines of the test report must be 10-point font.

Note: Use of a laser printer and plain, white, 8½ by 11-inch, 20-pound weight paper is recommended.

3. Data Collection and Transmission. Airman applicant, knowledge test, validation question, and survey data must be completely and accurately captured and transmitted to AFS-630 in the formats prescribed in Appendix A, Figures A-2; A-3, Test Question Data Record Layout; A-4, Validation Question Data Record Layout; and A-5, Survey Data Record Layout.

Chapter 7. Joint Service Aviation Maintenance Technician Certification Council (JSAMTCC)

1. Background. In November 2011, the Federal Aviation Administration (FAA) entered into a Memorandum of Agreement (MOA) that granted the JSAMTCC limited authority for FAA-approved appointees of the JSAMTCC, through the Airman Testing Standards Branch (AFS-630), to administer the full array of FAA airman knowledge tests to eligible individuals within the following groups:

- Active-duty, guard, and reserve component personnel of the United States Air Force (USAF), United States Army (USA), United States Coast Guard (USCG), United States Marine Corps (USMC), and United States Navy (USN);
- U.S. military retirees;
- U.S. military dependents;
- Department of Defense (DOD) civilians; and
- Department of Homeland Security (DHS) civilians.

Note: For additional information regarding the JSAMTCC, see the JSAMTCC Web site at <https://augateway.maxwell.af.mil/ccaf/certifications/jsamtcc/index.asp>.

2. Definitions.

a. Alternate Test Control Officer (ATCO). A properly qualified and trained individual selected by the Test Control Officer (TCO) and authorized by the FAA to serve as a JSAMTCC test examiner. In cases where the TCO is unable or unavailable to fulfill his or her duties, the ATCO may serve as the TCO for a period not to exceed 90 days (equivalent to a unit member (refer to Chapter 1, subparagraph 7(p))).

b. Branch of Service (BOS). A branch of the U.S. military.

c. BOS Point of Contact (POC). An individual appointed by his or her respective BOS and/or the JSAMTCC to serve as the JSAMTCC liaison between the BOS's testing centers and the FAA/JSAMTCC Airman Knowledge Testing (AKT) Program Administrator (PA).

d. FAA Reference Material and Training Records File. A file maintained by the TCO containing FAA AKT Program reference materials and FAA training records for the TCO, ATCO, and Test Examiner(s) (TE).

e. FAA/JSAMTCC Airman Knowledge Testing (AKT) Program Administrator (PA). An individual appointed by the AFS-630 Manager to administer the FAA/JSAMTCC AKT Program and to serve as the liaison between the FAA and the JSAMTCC Co-Chair (CC), the BOS POCs, and testing center personnel.

f. JSAMTCC Co-Chair (CC). An individual(s) appointed by the Community College of the Air Force to serve as the JSAMTCC's CC(s). One JSAMTCC CC will be appointed to serve as the JSAMTCC liaison between the BOS POCs and the FAA.

g. Test Control Officer (TCO). A properly qualified and trained individual selected by the BOS and/or the JSAMTCC and authorized by the FAA to maintain responsibility for the operation of an FAA-approved testing center and the oversight of airman knowledge test administration (equivalent to a unit member (refer to Chapter 1, subparagraph 7(p))).

h. Test Examiner (TE). A properly qualified and trained individual appointed by the TCO and authorized by the FAA to administer airman knowledge tests (equivalent to a unit member (refer to Chapter 1, subparagraph 7(p))).

i. Testing Center. A facility located within a military installation, or established in a location otherwise approved by AFS-630, that provides applicants a computer-based testing environment in accordance with the requirements of this order for the purpose of administering FAA airman knowledge tests (equivalent to a testing center (refer to Chapter 1, subparagraph 7(p))).

3. MOA. The JSAMTCC and all parties affected by this MOA shall follow the guidance in this order for the purposes of participating in the AKT Program. Permitted deviations from this order, in regards to specifics of the FAA/JSAMTCC AKT Program, are outlined in the FAA/JSAMTCC MOA.

a. Designation. This FAA/JSAMTCC MOA does not designate the JSAMTCC as an AKT Organization Designation Authorization (ODA) holder, but authorizes each BOS to administer airman knowledge tests to eligible applicants (refer to paragraph 1) at FAA-approved testing centers.

b. Retention. The JSAMTCC CC is responsible for providing a copy of the FAA/JSAMTCC MOA to each BOS POC. Each BOS POC is responsible for providing a copy of the MOA to the testing centers within his or her respective BOS. The TCO must retain a copy of the MOA in a readily accessible location within the testing center's FAA Reference Material and Training Records File.

c. Cancellation. Either party to this MOA may request cancellation of the agreement, in writing, at least 90 days in advance of the desired cancellation date. The FAA reserves the authority to rescind this authorization at any time and for any reason, including failure of the JSAMTCC, its appointees, or testing center personnel to comply with this MOA or AKT Program guidance.

4. Testing Center and Personnel Guidance.

a. Policy and Procedure Information. The AKT PA is responsible for the timely transmittal of initial, established, and revised AKT Program policy and procedure information to the JSAMTCC CC and BOS POCs. Each BOS POC must promptly relay this information to each TCO. Each TCO must promptly relay this information to testing personnel at his or her respective testing center.

b. Communication. Testing center personnel should communicate with the respective BOS POC regarding AKT Program inquiries or concerns. The BOS POC should communicate with the JSAMTCC CC regarding program inquiries or concerns from testing center personnel. The JSAMTCC CC should communicate with the AKT PA regarding program inquiries or concerns from a BOS POC.

c. Compliance. The JSAMTCC CC, BOS POCs, and testing center personnel are expected to adhere to the guidance provided within the entirety of this order, unless otherwise specified in this chapter or in the FAA/JSAMTCC MOA.

d. Additional Guidance. Additional guidance regarding designee selection, designation, termination, personnel, training, security, and inspections may be found in the current edition of Order 8100.15, Organization Designation Authorization Procedures.

5. Testing Center Personnel Requirements.

a. Age. Testing center personnel must be at least 21 years of age.

b. Eligibility. In order to be a TCO, ATCO, or TE at an FAA-approved JSAMTCC testing center, an individual must be one or more of the following:

- An active-duty, guard, or reserve component employee of the USAF, USA, USCG, USMC, or USN;
- A U.S. military retiree;
- A U.S. military dependent;
- A DOD civilian or contractor; and/or
- A DHS civilian or contractor.

c. Citizenship. JSAMTCC testing center personnel must be citizens or resident aliens of the United States, except for locations outside of the United States. A foreign national may be appointed as a TCO, ATCO, or TE at a location outside the United States, while a foreign national may not be appointed as a TCO, ATCO, or TE at a location within the United States.

d. Reputation. Testing center personnel must have a good reputation and record in the industry and community for integrity and dependability, along with a willingness to serve the military aviation community.

e. Competency. Testing center personnel must be knowledgeable about the policies, procedures, and requirements outlined in this order; airman knowledge test eligibility and authorization requirements; applicant identification and registration procedures; and test administration and delivery processes.

f. Notification. The BOS POC must immediately notify the JSAMTCC CC of any action taken by testing center personnel that would jeopardize the integrity, security, or proper functioning of the AKT Program. The JSAMTCC CC must immediately communicate this notification to the AKT PA.

g. Presence. The TCO or ATCO is responsible for the operation of the testing center, including TE training and oversight. The TCO must be present during at least 50 percent of test administration business hours on a per week basis; however, a trained and approved TE may administer airman knowledge tests in the absence of the TCO or ATCO.

6. Testing Center and Personnel Appointments.

a. Approval Request. Before establishing a testing center, the BOS POC, through the JSAMTCC CC, must request approval of the proposed site and personnel, by means of a testing center facility and personnel information form to the AKT PA. This form must include the following data:

- Testing center name, location/address, phone, fax, email, business hours, and testing station/computer information; and
- Personnel names, titles (TCO, ATCO, or TE), and contact and proctor account information.

Note: The BOS POC shall request approval of no more than one TCO, one ATCO, and two TEs per testing center.

b. Facility and Personnel Preparation. The AKT PA will transmit the required FAA reference materials, computer testing supplement book information, FAA test delivery system user instructions, and proctor training information to the proposed TCO through the JSAMTCC CC and BOS POC. The AKT PA will also establish proctor accounts for proposed testing center personnel, ensure the site is able to access the FAA test delivery system, and transmit an Airman Knowledge Test Report embosser to the site.

c. Activation. The AKT PA will review the applicable documentation to determine that all items for testing center and personnel preparation have been completed, and that the facility and proctors are fully prepared and trained to administer FAA airman knowledge tests. Once the AKT PA determines the site and personnel preparation process complete, the AKT PA will enter and update the associated electronic records in the AFS-630 database, assign the location a site ID, and then notify the BOS POC and JSAMTCC CC that the testing center is activated for FAA testing.

d. Authorized Personnel. Only properly trained, qualified, and authorized individuals may administer FAA airman knowledge tests at an FAA/JSAMTCC testing center. An FAA proctor account must be used only by the individual to whom the username and password is issued. Misuse of a proctor account and sharing of username and password information is strictly prohibited, and will result in immediate suspension of testing privileges of the offending individual(s).

7. Testing Center and Personnel Changes.

a. Facility and Personnel Information. The JSAMTCC CC must retain a current and accurate database of FAA-approved testing centers and personnel. The AKT PA is responsible for maintaining a list of FAA/JSAMTCC testing centers posted at http://www.faa.gov/training_testing/testing/airmen.

b. Testing Center Changes. Each TCO must immediately notify his or her BOS POC of any changes in testing center information or status, including changes to the site name, address, phone, fax, email, business hours, or FAA test administration status (e.g., withdrawal from the AKT Program, base or facility closure, or unavailability of trained and approved TCO or ATCO). The BOS POC, through the JSAMTCC CC, must then immediately notify the AKT PA of said testing center changes.

c. Personnel Changes. Each TCO must immediately notify his or her BOS POC of any changes in testing center personnel information or status, including any changes to an employee's name, contact information, title, or FAA test administration status (e.g., relocation, resignation, or retirement). The BOS POC, through the JSAMTCC CC, must then immediately notify the AKT PA of said personnel changes.

d. Acting TCO. If a TCO voluntarily or involuntarily vacates his or her position, the ATCO may act as the TCO in assuming responsibilities for oversight of FAA test administration for a period not to exceed 90 days. After 90 days, no airman knowledge tests may be administered until a replacement TCO is trained and approved.

8. Training Responsibilities.

a. Training Content. The AKT PA is responsible for developing, revising, and maintaining training materials which provide guidance and instruction in the following areas:

- Program responsibilities of, and stakeholder services to be provided by, the JSAMTCC CC, BOS POCs, and testing center personnel.
- Lines of communication.
- Testing center and personnel approval processes.
- Required reference materials for testing center personnel.
- Test registration, administration, and delivery processes.
- Identification, eligibility, and authorization of airman applicants.
- Supplementary materials for airman applicants.
- Test report issuance.
- Security and surveillance.
- Initial and annual testing center facility inspections.

b. MOA Participant Training. The AKT PA is responsible for providing a program overview and training materials, as described in subparagraph 8a., to the JSAMTCC CC and BOS POCs. The BOS POCs are responsible for sharing the training materials with their respective BOSs' TCOs. Each TCO is responsible for sharing this information with the ATCO and TE(s) at his or her testing center. The TCO is also responsible for retaining training materials in the testing center's FAA Reference Material and Training Records File.

c. New Appointee Training. Newly-appointed testing center personnel must receive training, prior to commencing their duties, in the procedural and technical aspects of the AKT Program, including, but not limited to, the areas listed in subparagraph 8a.

d. Training Records. The TCO must retain records of all initial and follow-on training for all testing center personnel in the testing center's FAA Reference Material and Training Records File.

e. MOA Stakeholder Meetings.

(1) JSAMTCC Meetings. The AKT PA is responsible for attending at least one JSAMTCC meeting per fiscal year (FY) to present a program status briefing and provide verbal program updates to the JSAMTCC CC, council members, BOS POCs and representatives, FAA representatives, and representatives from academia and industry.

(2) DOD Education Symposiums. The AKT PA is responsible for attending a DOD Education Symposium no less than once every 3 calendar-years to present a program status briefing to symposium attendees; provide verbal program updates to MOA participants; and conduct any training requested by the JSAMTCC CC, BOS POCs and representatives, and testing center personnel.

9. Suspension of Testing Privileges.

a. Noncompliance. When it is determined that a testing center is not complying with the provisions of this order or other applicable AKT Program policies and procedures, the AKT PA will provide the BOS POC, through the JSAMTCC CC, written notice of the actions necessary to gain compliance. If it is determined that the noncompliance warrants a temporary or permanent suspension of the testing center's testing privileges, the AKT PA will notify the BOS POC, through the JSAMTCC CC, of the reasons for and duration of the suspension.

b. Infractions. Infractions that may result in temporary or permanent suspension of testing privileges include, but are not limited to:

- Abuse or fraud of the test administration system, or falsification of airman applicant data;
- Continued testing center operation without the oversight of an FAA-approved TCO or ATCO, or test administration in the absence of properly trained FAA/JSAMTCC testing center personnel;
- Failure to appropriately confirm applicant identification, eligibility, and test authorization;
- Failure to provide required surveillance during testing;
- Failure to provide acceptable service to airman applicants; and
- Numerous or repeat discrepancies during daily operations or during a testing center inspection(s).

10. Testing Center Inspections.

a. FAA Inspections. The FAA/JSAMTCC MOA states, “The JSAMTCC will not operate as a designee under Title 14 of the Code of Federal Regulations (14 CFR) part 183, or as an AKT ODA Holder.” Therefore, FAA representatives are not required to perform testing center facility and personnel inspections. However, the FAA/JSAMTCC MOA states, “FAA-authorized JSAMTCC testing centers must allow the FAA unhindered access to their facilities for the purpose of training, inspections, and/or surveillance.”

b. Inspection Training. The AKT PA will provide testing center inspection training materials to the JSAMTCC CC, the BOS POCs, and each TCO. Each TCO is responsible for providing written confirmation of receipt and review of the testing center inspection training materials to the AKT PA through the BOS POC and JSAMTCC CC.

Note: A newly-appointed TCO must complete this training prior to conducting his or her first testing center inspection.

c. TCO Inspections. Each TCO is responsible for conducting an annual testing center inspection, utilizing the FAA/JSAMTCC Airman Knowledge Testing Center Inspection Job Aid.

Note: For newly approved testing centers, the TCO must conduct an initial inspection within the first 90 days after the date of the testing center’s approval.

(1) Inspection Results. The TCO is responsible for transmitting the annual testing center inspection results to the AKT PA through the BOS POC and JSAMTCC CC.

(2) Review of Results. The AKT PA will review the inspection results and advise the TCO, through the BOS POC and JSAMTCC CC, of any noted discrepancies and the necessary corrective action.

(3) Corrective Action. The TCO is responsible for correcting any identified discrepancies and providing written confirmation of the corrective action to the AKT PA through the BOS POC and JSAMTCC CC.

d. Suspension.

(1) Failure to Inspect. Failure to meet the initial or annual inspection requirement in a timely manner may result in a suspension of testing privileges at the noncompliant testing center. The suspension may remain in place until such time that the inspection is completed and the results forwarded to the AKT PA through the BOS POC and JSAMTCC CC.

(2) Failure to Respond. Failure by the TCO to correct discrepancies and provide written confirmation of completed corrective action to the AKT PA may result in a suspension of FAA testing privileges until such time that the corrective action is completed and confirmed.

(3) Repeat Infractions. Numerous or repeat discrepancies discovered during an inspection(s) may result in a suspension of FAA testing privileges at the offending testing center.

Appendix A. Supplementary Information Related to the Conduct of Airman Knowledge Tests

Figure A-1. Test Codes

Exam Code	Exam Name	Numeric Code
ACP	Airline Transport Pilot Canadian Conversion	178
ADX	Aircraft Dispatcher	001
AFA	Flight Instructor Airplane (Added Rating)	002
AFG	Flight Instructor Glider (Added Rating)	003
AGI	Ground Instructor (Advanced)	004
AIF	Flight Instructor Instrument Airplane (Added Rating)	005
AMA	Aviation Mechanic Airframe	006
AMG	Aviation Mechanic General	007
AMP	Aviation Mechanic Powerplant	008
ARA	Airline Transport Pilot Airplane (14 CFR part 135) (Added Rating)	009
ARH	Airline Transport Pilot Helicopter (14 CFR part 135) (Added Rating)	010
ATA	Air Transport Pilot Airplane (14 CFR part 135)	011
ATH	Airline Transport Pilot Helicopter (14 CFR part 135)	012
ATP	Air Transport Pilot Airplane (14 CFR part 121)	013
BGI	Ground Instructor (Basic)	014
CAX	Commercial Pilot Airplane	015
CBG	Commercial Pilot Balloon—Gas	016
CBH	Commercial Pilot Balloon—Hot Air	017
CCP	Commercial Pilot Canadian Conversion	179
CGX	Commercial Pilot Glider	018
CLA	Commercial Pilot Airship	019
CRG	Commercial Pilot Gyroplane	020
CRH	Commercial Pilot Helicopter	021
FEJ	Flight Engineer Turbojet (Added Rating)	023
FEN	Flight Engineer Reciprocating Engine (Basic)	024
FEP	Flight Engineer Turboprop (Added Rating)	025
FER	Flight Engineer Reciprocating Engine (Added Rating)	026
FET	Flight Engineer Turboprop (Basic)	027
FEX	Flight Engineer Turbojet (Basic)	028

Figure A-1. Test Codes (Continued)

FIA	Flight Instructor Airplane	029
FIG	Flight Instructor Glider	030
FIH	Flight Instructor Instrument Helicopter	031
FII	Flight Instructor Instrument Airplane	032
FNX	Flight Navigator	069
FOI	Fundamentals of Instructing	033
FRG	Flight Instructor Gyroplane	034
FRH	Flight Instructor Helicopter	035
GFA	Flight Instructor Gyroplane (Added Rating)	036
HFA	Flight Instructor Helicopter (Added Rating)	037
HIF	Flight Instructor Instrument Helicopter (Added Rating)	038
IAR	Inspection Authorization	039
ICP	Instrument Rating Canadian Conversion	180
IFP	Instrument Rating Foreign Pilot	040
IGI	Ground Instructor Instrument	041
IRA	Instrument Rating Airplane	042
IRH	Instrument Rating Helicopter	043
MCA	Military Competency Airplane	044
MCH	Military Competency Helicopter	045
MCI	Military Competency Instructor	523
PAR	Private Pilot Airplane	046
PAT	Private Pilot Airplane/Recreational Pilot—Transition	047
PBG	Private Pilot Balloon—Gas	048
PBH	Private Pilot Balloon—Hot Air	049
PCP	Private Pilot Canadian Conversion	181
PGL	Private Pilot Glider	056
PGT	Private Pilot Gyroplane/Recreational Pilot—Transition	057
PHT	Private Pilot Helicopter/Recreational Pilot—Transition	058
PLA	Private Pilot Airship	059
PPP	Private Pilot Powered Parachute	093
PRG	Private Pilot Gyroplane	061
PRH	Private Pilot Helicopter	062

Figure A-1. Test Codes (Continued)

PWS	Private Pilot Weight-Shift-Control	092
RIG	Parachute Rigger	101
RMC	Parachute Rigger Military Competence	064
RPA	Recreational Pilot Airplane	066
RPG	Recreational Pilot Gyroplane	067
RPH	Recreational Pilot Helicopter	068
SIA	Flight Instructor Sport Airplane	074
SIB	Flight Instructor Sport Balloon	076
SIG	Flight Instructor Sport Glider	075
SIL	Flight Instructor Sport Lighter-Than-Air (Airship)	077
SIP	Flight Instructor Sport Powered Parachute	083
SIW	Flight Instructor Sport Weight-Shift-Control	084
SIY	Flight Instructor Sport Gyroplane	078
SPA	Sport Pilot Airplane	123
SPB	Sport Pilot Lighter-Than-Air (Balloon)	124
SPI	Sport Pilot Glider	125
SPL	Sport Pilot Lighter-Than-Air (Airship)	126
SPP	Sport Pilot Powered Parachute	127
SPW	Sport Pilot Weight Shift Control	128
SPY	Sport Pilot Gyroplane	129

Figure A-2. Knowledge Test Data Record Layout

KNOWLEDGE TEST DATA RECORD LAYOUT		
A “>” delimiter must separate the fields within each record. Quotes should <i>not</i> be used around text. Quotes and commas are allowed within the fields.		
Field #	Content	Description
1	Test Type	This will be 11 for AKT ODA holders. REQUIRED
2	Exam ID	Maximum length of 17 characters. Positions 1–2=test provider ID; positions 3–10=8-digit test date; positions 11–13=3-digit test identifier; positions 14–17=test provider internal use. REQUIRED.
3	Test Date	Format as mmddccyy. Required length is eight characters. Months of January through September must have a leading zero (e.g., 04152010). REQUIRED.
4	Last Name	Maximum length of 50 characters. REQUIRED.
5	First and Middle Name	Format as applicant’s first name, space, applicant’s middle name. Maximum length of 50 characters. REQUIRED.
6	Name Suffix	Maximum length of five characters (e.g., Jr., Sr., III).
7	Applicant ID	Social Security number or birth date (no other ID is acceptable, unless otherwise specifically authorized by AFS-630). Maximum length of nine numeric characters. If date of birth is used in this field, it must be identical to the entry in the Birth Date field. REQUIRED.
8	Birth Date	Format as mmddccyy. Required length of eight characters. Months of January through September must have a leading zero (e.g., 04152010). REQUIRED.
9	Citizenship	Maximum length of three characters. Must contain applicable number from AFS-630’s approved country code list. REQUIRED.
10	Address 1	Maximum length 75 characters. REQUIRED.
11	Address 2	Maximum length 75 characters.
12	City	Maximum length of 30 characters. REQUIRED.
13	State	Maximum length of two characters. If this field contains data, the “Province Code” and “Country” fields must be blank. Must contain applicable identifier taken from AFS-630’s approved State code list. REQUIRED FOR DOMESTIC ADDRESSES.
14	ZIP Code	Format as #####-#### for U.S. mailing addresses. Minimum length of 5 characters and a maximum length of 10 characters. Four-digit extension is not required, but 6th character must be a dash if extension is entered.
15	Province Code	Maximum length of two characters. If this field contains data, the “State” field must be blank. Must contain applicable code taken from AFS-630’s approved province code list. USE FOR CANADIAN ADDRESSES ONLY.

Figure A-2. Knowledge Test Data Record Layout (continued)

16	Country	Maximum length of 25 characters. Country name must be spelled out. If this field contains data, the “State” field must be blank. USE FOR FOREIGN ADDRESSES ONLY.
17	Test Provider	Required length is two numeric characters. Must contain identifier assigned by AFS-630. REQUIRED.
18	Site ID	Format as XXX???? Three alpha characters indicating the test provider, followed by five alphanumeric characters. Must contain applicable identifier from AFS-630’s exam site/testing center list. REQUIRED.
19	Test Code	Required length is three characters. Must contain applicable code from AFS-630’s approved test code list. REQUIRED.
20	Test Form	Required length is six characters. First three characters must match the “Test Code” field. REQUIRED.
21	Test Version	Required length is five numeric characters. Contains number indicating when a form was last updated (i.e., 20101=the first tri-annual change cycle for calendar-year 2010). REQUIRED.
22	Test Take Number	Maximum length of two numeric characters. REQUIRED
23	Test Time	Maximum length of three numeric characters. Time allowed in minutes for answering and reviewing test questions. REQUIRED.
24	Actual Time in Test	Maximum length of three numeric characters. Time in minutes actually spent answering and reviewing test questions (not including time spent on validation questions). REQUIRED.
25	Number of Questions	Maximum length of three numeric characters. Number of questions in the test administered (not including the number of validation questions). REQUIRED.
26	Overall Number Score	Maximum length of three numeric characters. Numeric score of the exam. REQUIRED.
27	Overall Pass or Fail Indicator	Maximum length of one character. Pass=P; Fail=F. REQUIRED.
28	Graduation Date	Format as mmddccyy. Required length is eight characters. The months of January through September must have a leading zero (e.g., 04152010).
29	Aviation School	Maximum length of eight characters. Must contain applicable code from AFS-630’s approved 14 CFR part 141 or 147 school list. If “Graduation Date” field contains data, this field is required.

Figure A-3. Test Question Data Record Layout

Knowledge Test Question Data Record Layout		
A ">" delimiter must separate the fields within each record. Quotes should <i>not</i> be used around text. Quotes and commas are allowed within the fields.		
Field #	Content	Description
1	Exam ID	Maximum length of 17 characters. Positions 1–2=AKT ODA holder ID; positions 3–10=8-digit test date; positions 11–13=3-digit test identifier; positions 14–17=AKT ODA holder, internal use. REQUIRED.
2	Question Number	Maximum length of 10 numeric characters. REQUIRED.
3	Question Sequence Number	Maximum length of three numeric characters. Number indicating the placement order of the question on the test. REQUIRED.
4	Actual Time in Question	Maximum length of five numeric characters. Time in seconds for each question answered, including time for review. REQUIRED.
5	Question Result	Maximum length of one character. Correct=C; Incorrect=I; Omitted=O. REQUIRED.
6	Topic Code	Maximum length of 10 numeric characters. REQUIRED.
7	Correct Answer	Maximum length of one character. Letter indicating correct answer for the question. REQUIRED.
8	Applicant Answer	Maximum length of one character. Letter indicating applicant's answer for the question. This field may be blank if the applicant did not answer the question.
9	Learning Statement Code	Maximum length six characters. REQUIRED.

Figure A-4. Validation Question Data Record Layout

Validation Question Data Record Layout		
A ">" delimiter must separate the fields within each record. Quotes should <i>not</i> be used around text. Quotes and commas are allowed within fields. Each FAA form test may contain between zero and five validation questions. Do <i>not</i> transmit a validation question file for a form test that contains no validation questions.		
Field #	Content	Description
1	Exam ID	Maximum length of 17 characters. Positions 1–2=AKT ODA holder ID; positions 3–10=8-digit test date; positions 11–13=3-digit test identifier; positions 14–17=AKT ODA holder, internal use. REQUIRED.
2	Question Number	Maximum length of 10 numeric characters. REQUIRED.
3	Actual Time in Question	Maximum length of five numeric characters. Time in seconds for each question answered including time for review. REQUIRED.
4	Question Result	Maximum length of one character. Correct=C; Incorrect=I; Omitted=O. REQUIRED.
5	Topic Code	Maximum length of 10 numeric characters. REQUIRED.
6	Correct Answer	Maximum length of one character. Letter indicating correct answer for the question. REQUIRED.
7	Applicant Answer	Maximum length of one character. Letter indicating applicant's answer for the question. This field may be blank if the applicant did not answer the question.

Figure A-5. Survey Data Record Layout

Survey Data Record Layout		
A ">" delimiter must separate the fields within each record. Quotes should <i>not</i> be used around text. Quotes and commas are allowed within fields.		
Field #	Content	Description
1	Exam ID	Maximum length of 17 characters. Positions 1–2=AKT ODA holder ID; positions 3–10=8-digit test date; positions 11–13=3-digit test identifier; positions 14–17=AKT ODA holder internal use. REQUIRED.
2	Survey Question 1	Maximum length of one numeric character. Yes=1. No=2. Not applicable=0.
3	Survey Question 2	Maximum length of one numeric character. Yes=1. No=2. Not applicable=0.
4	Survey Question 3	Maximum length of one numeric character. Yes=1. No=2.
5	Survey Question 4	Maximum length of one numeric character. Yes=1. No=2.
6	Survey Question 5	Maximum length of one numeric character. Yes=1. No=2.
7	Survey Question 6	Maximum length of one numeric character. Yes=1. No=2.
8	Survey Question 7	Maximum length of one numeric character. Yes=1. No=2.
9	Survey Question 8	Maximum length of one numeric character. Yes=1. No=2.
10	Crash	Maximum length of one numeric character. Yes=1. No=2. REQUIRED.
11	Comment for #5	Open-ended comment relating to question 5.
12	Comment for #7	Open-ended comment relating to question 7.
13	Survey Question 9	Open-ended comment.
14	Survey Question 10	Open-ended comment.
15	Exam Start Date and Time	Format as mmddccyyhhmi. Required length is 12 characters. Use military time for "hhmi" (e.g., 2:05 p.m.=1405). The months of January through September must have a leading zero. Time must have a leading zero for single-digit hours (e.g., exam started on 4/15/2010 at 9:05 a.m.=041520100905). REQUIRED.
16	Exam End Date and Time	Format as mmddccyyhhmi. Required length is 12 characters. Use military time for hhmi (e.g., 2:05 p.m.=1405). The months of January through September must have a leading zero. Time must have a leading zero for single-digit hours (e.g., exam ended on 4/15/2010 at 9:05 a.m.=041520100905).
17	Unit Member ID	Maximum length of seven characters. First initial, middle initial, first five characters of the unit member's last name (e.g., JDSmith; AKLee; AMWilso). Last name may be shorter than five characters. REQUIRED.

10/2/12

8080.6F
Appendix A

Figure A-6. Sample Airman Knowledge Test Report

**U.S. DEPARTMENT OF TRANSPORTATION
Federal Aviation Administration
Airman Knowledge Test Report**

NAME: Jones, David John

APPLICANT ID: 123456789

EXAM ID: 30032620124612312

EXAM: Private Pilot Airplane (PAR)

EXAM DATE: 03/26/2012

EXAM SITE: XXX12301

SCORE: 92%

GRADE: Pass

TAKE: 1

Learning statement codes listed below represent incorrectly answered questions. Learning statement codes and their associated statements can be found at www.faa.gov/training_testing/testing/airmen.

Reference material associated with the learning statement codes can be found in the appropriate knowledge test guide at www.faa.gov/training_testing/testing/airmen/test_guides.

A single code may represent more than one incorrect response.

PLT090, PLT281

EXPIRATION DATE: 03/31/2014

DO NOT LOSE THIS REPORT

AKT ODA
Holder, FAA, or
DOT Embossed
Seal

AUTHORIZED INSTRUCTOR'S STATEMENT: *(if applicable)*

On _____ (date) I gave the above named applicant _____ hours of additional instruction, covering each subject area shown to be deficient, and consider the applicant competent to pass the test.

Name _____ Initial _____ Cert. No. _____ Type _____
(print clearly)

Signature _____

FRAUDULENT ALTERATION OF THIS FORM BY ANY PERSON IS A BASIS FOR SUSPENSION OR REVOCATION OF ANY CERTIFICATES OR RATINGS HELD BY THAT PERSON.

**ISSUED BY: Administrator
FEDERAL AVIATION ADMINISTRATION**

THIS INFORMATION IS PROTECTED BY THE PRIVACY ACT. FOR OFFICIAL USE ONLY.

A-9

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Figure A-7. Example of a Statement Waiving Right to Full Allotted Test Time

For my own reasons, I hereby voluntarily agree to take the FAA

_____ knowledge test in approximately _____ hours.

Applicant Signature

Unit Member Signature

Testing Center

Date

Figure A-8. FAA Form 8610-2, Airman Certificate and/or Rating Application

TYPE OR PRINT ALL ENTRIES IN INK

Form Approved
OMB No. 2120-0022 2/28/2011

U.S. Department of Transportation
Federal Aviation Administration

AIRMAN CERTIFICATE AND/OR RATING APPLICATION

(Specify Rating)

APPLICATION FOR: ☐ ORIGINAL ISSUANCE ☐ ADDED RATING

I. APPLICANT INFORMATION

A. NAME (First, Middle, Last) _____

B. SOCIAL SECURITY NO. _____ C. DOB (Mo., Day, Yr.) _____ D. HEIGHT _____ E. WEIGHT _____

F. HAIR _____ G. EYES _____ H. SEX _____ I. NATIONALITY (Citizenship) _____

J. PLACE OF BIRTH _____

K. PERMANENT MAILING ADDRESS _____

NUMBER AND STREET, P.O. BOX, ETC. _____

CITY _____

STATE _____ ZIP CODE _____

L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE? ☐ NO ☐ YES (If "Yes," explain on an attached sheet) _____

M. OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE? ☐ NO ☐ YES _____

N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION PERTAINING TO NARCOTIC DRUGS, MARIJUANA, DRUGS OR SUBSTANCES? _____ DATE OF FINAL CONVICTION _____

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF -

☐ A. CIVIL EXPERIENCE ☐ B. MILITARY EXPERIENCE ☐ C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)

D. GRADUATE OF APPROVED COURSE (1) NAME AND LOCATION OF SCHOOL _____ (2) SCHOOL NO. _____ (3) CURRICULUM FROM WHICH GRADUATED _____ (4) DATE _____

E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.80) (1) SCHOOL NAME _____ NO. _____ (2) SCHOOL OFFICIAL'S SIGNATURE _____

F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80) (1) DATE AUTH. _____ (2) DATE AUTH. EXPIRES _____ (3) FAA INSPECTOR SIGNATURE _____ (4) FAA DIST. OFC. _____

III. RECORD OF EXPERIENCE

A. MILITARY COMPETENCE OBTAINED IN _____ (1) SERVICE _____ (2) RANK OR PAY LEVEL _____ (3) MILITARY SPECIALTY CODE _____

B. APPLICANT'S OTHER THAN FAA CERTIFICATE (Continue on separate sheet, if more space is needed)

DATES: MONTH AND YEAR FROM TO EMPLOYER AND LOCATION TYPE WORK PERFORMED

C. PARACHUTE RIGGER APPLICANTS: INDICATE BY TYPE HOW MANY PARACHUTES PACKED

SEAT	CHEST	BACK	LAP	FOR MASTER RATING ONLY	PACKED AS A -
45	60	100			☐ SENIOR RIGGER ☐ MILITARY RIGGER

IV. APPLICANT'S CERTIFICATION

I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE

A. SIGNATURE _____ B. DATE _____

☒ FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS.

DATE 09/30/2010 INSPECTOR'S SIGNATURE Barry D. Watson FAA DISTRICT OFFICE NM-F500-05

FOR FAA USE ONLY

Emp.	reg.	D.O.	seal	con	iss.	Act.	Jev.	TR	s.h.	Src.	thre	Rating (1)	Rating (2)	Rating (3)	Rating (4)

LIMITATIONS

FAA Form 8610-2 (2-85) SUPERSEDES PREVIOUS EDITION Electronic Version (Adobe)

Note: No signature is required in Block V if the applicant graduated from a Title 14 of the Code of Federal Regulations (14 CFR) part 147 school with an affiliated test center.

**Figure A-9. Sample Endorsement from an FAA Aviation Safety Inspector
(Operations/Airworthiness) to Take a Flight Engineer Knowledge Test**

Memorandum

To: Unit Member, FAA AKT Center
From: Amanda Tucker, Aviation Safety Inspector (Operations/Airworthiness)
Date: August 15, 2010
Subject: Airman Qualifications and Eligibility

I have reviewed the qualification records and documents of Ryan Allen, ID number #####, and find him eligible to take the FAA flight engineer turbojet basic (FEX) airman knowledge test in accordance with 14 CFR part 63, § 63.35.

Amanda Tucker
Aviation Safety Inspector (Operations/Airworthiness)
ASW-DAL-FSDO-07, Dallas, TX

U. S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION										Form Approved: OMB No. 2120-0023 02/28/2011	
MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION-PRIVACY ACT											
1. NAME (Last, First, Middle)								2. MECHANIC CERTIFICATE NO.			
3. MAILING ADDRESS (Number, Street, City, State/County, Zip Code) (Place at which you desire to receive Airworthiness Directives, etc.)						4a. FIXED BASE OF OPERATIONS PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK			4b. TELEPHONE NO. PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK		
5. HAVE YOU HELD A MECHANIC CERTIFICATE WITH BOTH AIRFRAME AND POWERPLANT RATINGS FOR THE 3 YEARS PRECEDING THE DATE OF THIS APPLICATION ?										YES	NO
6. HAVE YOU BEEN ACTIVELY ENGAGED, FOR AT LEAST THE 2-YEAR PERIOD BEFORE THE DATE OF APPLICATION IN MAINTAINING AIRCRAFT CERTIFICATED AND MAINTAINED IN ACCORDANCE WITH THE CFRs ?										☐	☐
7. HAS YOUR MECHANIC CERTIFICATE AND/OR RATINGS BEEN REVOKED OR SUSPENDED DURING THE 3-YEAR PERIOD PRECEDING THIS APPLICATION ?										☐	☐
8. HAS AN INSPECTION AUTHORIZATION BEEN DENIED YOU WITHIN 90 DAYS PREVIOUS TO THIS APPLICATION ? IF ANSWER IS "YES", EXPLAIN IN REMARKS.										☐	☐
9. HAVE YOU MET THE MINIMUM REQUIREMENTS FOR RENEWAL OF INSPECTION AUTHORIZATION ? (For Renewal Only)										☐	☐
10. BASIS FOR RENEWAL (Number Performed Per Renewal Period)											
ALTERATIONS		REPAIRS		ANNUAL INSP.		PROGRESSIVE INSP.		RECENT ISSUANCE - IN EFFECT LESS THAN 90 DAYS BEFORE EXPIRATION DATE. ☐			
First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	First Year Period	Second Renewal Period				
FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (First Year Period)						FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (Second Renewal Period)					
11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 2 YEARS											
DATES		NAME AND ADDRESS				DESCRIPTION OF ACTIVITY					
FROM											
TO PRESENT											
FROM											
TO											
FROM											
TO											
12. REMARKS "Endorsement expires in 30 days"											
13. CERTIFICATION: I certify that the statements made above and in all attachments hereto are correct and true.											
DATE				SIGNATURE OF APPLICANT							
14. RECORD OF ACTION (For FAA use only)											
☒ ENDORSEMENT		DATE 09/30/2010		INSPECTOR'S SIGNATURE Barry D. Watson						OFFICE IDENTIFICATION NM-FSDD-05	
☐ ISSUANCE		DATE		INSPECTOR'S SIGNATURE						OFFICE IDENTIFICATION	
☐ RENEWAL											
☐ VOLUNTARY SURRENDER											

Figure A-11. Sample FAA Form 8000-5, Certificate of Designation

Certificate of Designation												
 U.S. Department of Transportation Federal Aviation Administration	<i>Reposing special trust and confidence in the integrity, diligence, and discretion of</i> DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT											
	<i>who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as</i> FAA/DANTES AIRMAN KNOWLEDGE TEST PROVIDER											
	<i>with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.</i>											
	<table><tr><td><i>Issued at</i></td><td>Mike Monroney Aeronautical Center Oklahoma City, Oklahoma</td><td><i>By Direction of the Administrator</i></td></tr><tr><td><i>Dated</i></td><td>August 15, 2010</td><td><u><i>Kenneth Arnold</i></u></td></tr><tr><td><i>Certificate No.</i></td><td>DAN-000#</td><td>Kenneth Arnold, Manager</td></tr><tr><td><i>Expires</i></td><td>August 31, 2012</td><td><u>Airman Testing Standards Branch, AFS-630</u></td></tr></table>	<i>Issued at</i>	Mike Monroney Aeronautical Center Oklahoma City, Oklahoma	<i>By Direction of the Administrator</i>	<i>Dated</i>	August 15, 2010	<u><i>Kenneth Arnold</i></u>	<i>Certificate No.</i>	DAN-000#	Kenneth Arnold, Manager	<i>Expires</i>	August 31, 2012
<i>Issued at</i>	Mike Monroney Aeronautical Center Oklahoma City, Oklahoma	<i>By Direction of the Administrator</i>										
<i>Dated</i>	August 15, 2010	<u><i>Kenneth Arnold</i></u>										
<i>Certificate No.</i>	DAN-000#	Kenneth Arnold, Manager										
<i>Expires</i>	August 31, 2012	<u>Airman Testing Standards Branch, AFS-630</u>										

FAA Form 8000-5 (4-84)

Figure A-12. Country and Nationality Codes

000 United States	264 Cape Verde
060 American Samoa	268 Cayman Islands
064 Micronesia	269 Central African Republic
066 Guam	272 Sri Lanka
068 Marshall Islands	273 Chad
069 Northern Mariana Islands	275 Chile
070 Palau	280 China
072 Puerto Rico	281 Christmas Island
078 Virgin Islands, Us	283 Cocos (Keeling) Islands
110 Afghanistan	284 Clipperton Island
115 Akrotiri	285 Colombia
120 Albania	287 Comoros
125 Algeria	290 Congo
142 Andorra	292 Cook Islands
143 Antarctica	293 Coral Sea Islands
145 Angola	295 Costa Rica
146 Anguilla	297 Croatia
149 Antigua & Barbuda	300 Cuba
150 Argentina	303 Curacao
152 Armenia	305 Cyprus
153 Aruba	309 Czech Republic
154 Ashmore & Cartier Islands	315 Denmark
160 Australia	316 Dhekelia
165 Austria	317 Djibouti
170 Azerbaijan	318 Dominica
180 Bahamas, The	320 Dominican Republic
182 Bahrain	325 Ecuador
183 Bangladesh	327 Egypt
184 Barbados	328 Eritrea
185 Baker Island	330 El Salvador
190 Belgium	332 Equatorial Guinea
193 Belize	334 Estonia
194 Benin	335 Ethiopia
195 Bermuda	336 Faroe Islands
200 Bhutan	337 Falkland Islands
205 Bolivia	338 Fiji
207 Bosnia & Herzegovina	340 Finland
210 Botswana	350 France
215 Bouvet Island	355 French Guiana
220 Brazil	367 French Polynesia
225 British Indian Ocean Territory	375 French Southern & Antarctic Lands
231 Virgin Islands, British	388 Gabon
232 Brunei	389 Gambia, The
245 Bulgaria	390 Germany
252 Burundi	391 Ghana
253 Belarus	392 Gibraltar
255 Cambodia	395 Georgia
257 Cameroon	400 Greece
260 Canada	405 Greenland

406 Grenada	577 Malawi
407 Guadeloupe	581 Malaysia
414 Guernsey	582 Maldives
415 Guatemala	585 Mali
416 Guinea-Bissau	590 Malta
417 Guinea	591 Martinique
418 Guyana	592 Mauritania
420 Haiti	593 Mauritius
425 Heard Island & McDonald Islands	594 Mayotte
430 Honduras	595 Mexico
435 Hong Kong	599 Sint Maartin
440 Howland Island	604 Midway Islands
445 Hungary	605 Moldova
450 Iceland	607 Monaco
455 India	608 Mongolia
458 Indonesia	609 Montserrat
460 Iran	610 Morocco
465 Iraq	611 Montenegro
470 Ireland	615 Mozambique
473 Isle of Man	617 Namibia
475 Israel	620 Navassa Island
480 Italy	621 Nauru
485 Cote d'Ivoire	625 Nepal
487 Jamaica	630 Netherlands
488 Jan Mayen	645 New Caledonia
490 Japan	651 Vanuatu
495 Jarvis Island	660 New Zealand
496 Jersey	665 Nicaragua
497 Johnston Atoll	667 Niger
500 Jordan	670 Nigeria
503 Kazakhstan	675 Niue
505 Kenya	680 Norfolk Island
508 Kingman Reef	685 Norway
510 Kiribati	690 Oman
515 Korea, South	696 Palmyra Atoll
517 Korea, North	700 Pakistan
519 Kosovo	710 Panama
520 Kuwait	712 Papua New Guinea
522 Kyrgyzstan	713 Paracel Islands
525 Latvia	715 Paraguay
530 Laos	720 Peru
540 Lebanon	725 Philippines
543 Lesotho	727 Pitcairn Islands
545 Liberia	730 Poland
550 Libya	735 Portugal
553 Liechtenstein	747 Qatar
560 Lithuania	750 Reunion
570 Luxembourg	755 Romania
571 Macau	757 Russia
572 Macedonia	758 Rwanda
575 Madagascar	761 Sao Tome & Principe

764 Saint Barthelemy	930 Uruguay
765 Saint Helena	935 Holy See (Vatican City)
766 Saint Martin	940 Venezuela
767 Saint Kitts & Nevis	945 Vietnam
770 Saint Lucia	955 Wallis & Futuna
772 Saint Pierre & Miquelon	960 Wake Island
775 Saint Vincent & Grenadines	961 Western Sahara
780 Samoa	965 Yemen
782 San Marino	990 Zambia
785 Saudi Arabia	995 Stateless
786 Serbia	998 Zimbabwe
787 Senegal	999 Unknown
788 Seychelles	
790 Sierra Leone	
795 Singapore	
797 Slovakia	
798 Slovenia	
799 Solomon Islands	
800 Somalia	
801 South Africa	
802 South Georgia & South Sandwich Islands	
806 Spratly Islands	
807 South Sudan	
830 Spain	
835 Sudan	
840 Suriname	
842 Svalbard	
847 Swaziland	
850 Sweden	
855 Switzerland	
858 Syria	
862 Taiwan	
864 Tajikistan	
865 Tanzania	
875 Thailand	
878 Timor-Leste	
885 Togo	
886 Tokelau	
887 Trinidad & Tobago	
888 Tonga	
890 Tunisia	
895 Turkmenistan	
905 Turkey	
907 Turks & Caicos Islands	
908 Tuvalu	
910 Uganda	
915 Ukraine	
920 United Arab Emirates	
925 United Kingdom	
926 Uzbekistan	
927 Burkina Faso	



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 1320-19, Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order 8080.6F, Conduct of Airman Knowledge Tests

To: FAA, Attn: Airman Testing Standards Branch (AFS-630), P.O. Box 25082, Oklahoma City, OK 73126
or afs630comments@faa.gov

(Please check all appropriate line items)

☐ An error (procedural or typographical) has been noted in paragraph _____ on page _____.

☐ Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

☐ In a future change to this directive, please include coverage on the following subject
(briefly describe what you want added):

☐ Other comments:

☐ I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____

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