

ORDER

8610.4K

AVIATION MECHANIC EXAMINER HANDBOOK



April 21, 2006

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

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FOREWORD

This order is to be used as policy for administering all aviation mechanic oral and practical tests. This order provides standardized procedures, which shall be used by persons responsible for administering aviation mechanic oral and practical tests. Compliance with these standardized procedures will assure that applicants meet a satisfactory level of competence and workmanship required for certification. This order stresses the Federal Aviation Administration's (FAA's) policy of placing greater emphasis on the aviation mechanic oral and practical tests. This order does not relieve FAA personnel from the responsibility of instructing and guiding Designated Mechanic Examiners (DMEs).

The standardized procedures contained in this order apply to DMEs and FAA Aviation Safety Inspectors (Airworthiness) (hereafter referred to as inspectors) authorized to conduct aviation mechanic oral and practical tests. This order supersedes all prior orders concerning the administration of aviation mechanic oral and practical tests. This order also applies to all inspectors who review and approve airmen other than flightcrew member's applications.

Changes to this order and additional instructions will be issued as necessary to meet changing conditions and new regulations or procedures. All persons issued this order will be expected to insert changes as they are received.

Original signed by:

Carol E. Giles

for Director, Flight Standards Service

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CHAPTER 1. INTRODUCTION

1-1. PURPOSE.

a. This order is to be used as policy for administering all aviation mechanic oral and practical tests. This order provides standardized procedures, which shall be used by persons responsible for administering aviation mechanic oral and practical tests. Compliance with these standardized procedures will assure that applicants meet a satisfactory level of competence and workmanship required for certification. This order stresses the Federal Aviation Administration's (FAA's) policy of placing greater emphasis on the aviation mechanic oral and practical tests. This order does not relieve FAA personnel from the responsibility of instructing and guiding Designated Mechanic Examiners (DMEs).

b. The standardized procedures contained in this order apply to DMEs and FAA Aviation Safety Inspectors (Airworthiness) (hereafter referred to as inspectors) authorized to conduct aviation mechanic oral and practical tests. This order supersedes all prior versions of this order. When differences in guidance appear between this order and FAA Order 8300.10, Airworthiness Inspector's Handbook, volume 2, chapters 22, 23, and 203, and volume 3, chapter 114, the document with the most current revision date should be used. This order also applies to all inspectors who review and approve airman applications for mechanic certificates.

1-2. DISTRIBUTION. This order is distributed to the division level in the Flight Standards Service and regional Flight Standards Divisions; to all Flight Standards District Offices (FSDOs) and International Field Offices (IFOs); and to all DMEs.

1-3. CANCELLATION. This order cancels Order 8610.4J, Aviation Mechanic Examiner Handbook, dated April 15, 2004.

1-4. EXPLANATION OF CHANGES. This order contains the following revisions:

a. Chapter 1, paragraph 1-3. This paragraph cancels Order 8610.4J.

b. Chapter 1, paragraph 1-4. This paragraph explains the revisions made to this Order.

c. Chapter 1, paragraph 1-5. Added the following statement, "Tests are to be conducted in accordance with the Practical Test Standards (PTS) as applicable."

d. Chapter 1, paragraph 1-5.a. Added information regarding knowledge/oral question elements and skill/practical project elements.

e. Chapter 1, NOTE after paragraph 1-8.d. Added information for obtaining PTS booklets.

f. Chapter 1, paragraph 1-9.a., 1-9a.(1), and 1-9a.(2). Explains the importance of security of the controlled material.

g. Chapter 2, paragraph 2-2.e. Replaced old information with the following statement, "Have a good record as an aviation mechanic with no violation history with the FAA (this does not include violations that have been expunged)."

h. Chapter 2, paragraph 2-2.f. Added new paragraph stating, "Have unquestionable integrity, a cooperative attitude, the ability to exercise sound judgment, and be a person engaged in the industry and community with a reputation for honesty, dependability."

i. Chapter 2, paragraph 2-2.g. Renumbered due to added paragraph 2-2.f.

j. Chapter 2, paragraph 2-2.h. Renumbered due to added paragraph 2-2.f. Revised to state, "Have a fixed base of operation adequately equipped to support testing in at least 25 percent of all level 1, level 2, and level 3 skill elements listed in Objective 3 of each Subject Area and be adequately equipped to support testing of ALL of the Core Competency elements identified in Objective 2 of each Subject Area for the designation sought. This includes both reciprocating and turbine engine aircraft. Inspectors shall carefully consider this issue prior to designating or renewing an examiner."

k. Chapter 3, NOTE after paragraph 3-2. Removed the NOTE.

l. Chapter 3, paragraph 3-2.b. Replaced the last sentence with the following statement, "Thereafter, as required by Order 1800.56, National Flight Standards Work Program Guidelines, each inspector with designee oversight responsibilities will conduct two inspections on each DME designated within the district."

m. Chapter 3, paragraph 3-5.d. Added information stating, "...at the time of renewal, DMEs shall have satisfactorily completed a Recurrent Technical Personnel Examiner Standardization Seminar within the

preceding 24-calendar months. If necessary, the supervising FSDO or IFO may extend the 24-calendar months recurrent training requirement. However, this extension shall not exceed 12 additional calendar months. DMEs shall schedule themselves for recurrent training.”

n. Chapter 3, paragraph 3-5.f. Added the following statement, “The designee and the issuing inspector should each sign the FAA Form 8430-9, Certificate of Authority. Enter the jurisdictional district office number on the reverse side.”

o. Chapter 4, paragraph 4-2.j. Added information regarding a DME conducting any oral and practical tests for applicants that have been authorized to test on FAA Form 8610-2, Airman Certificate and/or Rating Application, in a geographic location other than the geographic area in which the DME is authorized.

p. Chapter 5, paragraph 5-1.b. Revised to reflect the removal of references regarding the use of the mechanic oral and practical test booklets when conducting tests. Also, added the following sentences, “A copy of all skill element test projects developed by the DME shall be forwarded to the supervising FAA district office. Unless otherwise authorized by the supervising FSDO or IFO, the projects developed by the DME shall be forwarded to the FAA at least 30 days prior to their use in an oral and practical test.”

q. Chapter 5, paragraphs 5-1.c. Revised to reflect the removal of references regarding the use of the mechanic oral and practical test booklets when conducting tests.

r. Chapter 5, paragraph 5-1.d. Revised to reflect the removal of references regarding the use of the mechanic oral and practical test booklets when conducting tests. Added information regarding selecting questions applicable to the type of test to be administered by using the Airman Testing Standards Branch, AFS-630, Internet-based knowledge question data bank.

s. Chapter 5, paragraphs 5-1.e. Revised to reflect the removal of references regarding the use of the mechanic oral and practical test booklets when conducting tests.

t. Chapter 5, paragraph 5-1.f. Revised to read, “The examiner shall assign a unique identifier to each skill element project developed. Include in the identifier at least the Objective number (2 or 3), the letter used in the PTS for identifying the Subject Areas elements, and an additional numerical or alphabetical value. For example, the identifiers for skill projects developed for element “b. troubleshoot an electrical circuit” of the Section I, BASIC

ELECTRICITY Subject Area could be 3b1 (“3” representing the Objective, “b” representing the element, and “1” representing the first project developed for that element) with subsequent identifiers for the same element being 3b2, 3b3, etc.” Also, removed the references regarding the use of the mechanic oral and practical test booklets when conducting tests.

u. Chapter 5, paragraph 5-2.b.(2). Replaced the words “maintained an overall average of 80 percent” with “maintained satisfactory progress at the school.”

v. Chapter 5, paragraph 5-3. Added the following statement, “Required performance levels may be found in the PTS booklets.”

w. Chapter 5, NOTES (two) after paragraph 5-3.b. Replaced both NOTES with the following, “NOTE: “No more than 10 questions shall be used to evaluate a Subject area.”

x. Chapter 5, paragraph 5-4.a. Changed title from, “Oral Test Conducted Using the Oral and Practical Test Booklets” to “Conducting the Oral Test.”

y. Chapter 5, paragraph 5-4.a.(2). Revised to, “The DME shall orally quiz the applicant with at least the required number of knowledge (oral) elements. The DME shall ask at least four questions in each Subject Area. These questions should be from more than one element of the Subject Area. The applicant shall be able to successfully answer 70 percent of the oral questions in each Subject Area. Each Subject Area shall be passed in order to pass a section.”

z. Chapter 5, paragraph 5-4.a.(3). Added the following statement, “Do not allow an applicant’s skill of oral expression or ability to memorize details affect oral test evaluation.”

aa. Chapter 5, paragraph 5-4.b. Changed title from, “Practical Test Conducted Using the Oral and Practical Test Booklets” to “Conducting the Oral Test”.

bb. Chapter 5, paragraphs 5-4.b.(1) through 5-4.b.(7). Revised to reflect the removal of references regarding the use of the mechanic oral and practical test booklets when conducting tests.

cc. Chapter 5, paragraph 5-4.c. Revised to read, “Test planning sheets are required for each oral and practical test given. Test planning sheets will be forwarded to the supervising FSDO or IFO with the certification file. Test planning sheets will be retained by the FSDO or IFO in accordance with Order 1350.15B, Records Organization, Transfer, and Destruction Standards. An example of a planning sheet is included in

appendix 6 of this document. Planning sheets may be developed by the examiner but shall contain the information included in the appendix 6 example (both sides). The local FSDO or IFO may also require additional information on the planning sheets. Mark the planning sheets for each knowledge (oral) question and skill (practical) element project that will be assigned. If the planning sheet in appendix 6 is used, the DME shall make copies of both sides.”

dd. Chapter 5, paragraph 5-5.c. Revised to read, “Do not code any knowledge (oral) element questions or skill (practical) element projects on the reverse side of FAA Form 8610-2 unless the oral or practical test in a section has been failed.”

ee. Chapter 5, paragraph 5-6. Revised to reflect the removal of references regarding the use of the mechanic oral and practical test booklets when conducting tests.

ff. Chapter 5, paragraph 5-8.a. Added the following sentences, “On the reverse side of the form, identify the following: (1) the knowledge (oral) element question(s) failed (utilize the computer-generated identifier assigned), and/or (2) the skill (practical) element project(s) failed (utilizing the unique identifier(s) developed from paragraph 5-1.f.), and/or (3) the Subject Area(s) not tested. These coded question elements and projects may be used for reference when FAA Form 8610-2 is presented for a retest.”

gg. Chapter 5, paragraph 5-8.a.(1) and 5-8.a.(2). Removed these paragraphs.

hh. Appendix 1, Figure 1-6A. Revised to show typical entries when the applicant passes powerplant and fails airframe.

ii. Appendix 1, Figure 1-8A. Added a new figure to show typical entries when applicant is testing under CFR 65.80.

jj. Appendix 1, Figure 1-13. Removed figure 1-13, because AC Form 8080-2 (12-90), Airman Computer Test Report, is obsolete.

kk. Appendix 1, paragraphs 1.f., 4.c.(1), 5.b.(5), 6.b.(3)(a), 8.b., and 13.b(1). Added “(Month, Day, Year.)” after “...characters (e.g., 05-05-2002).”

ll. Appendix 2, after paragraph 2. Added the following statement, “FRONT SIDE OF FAA FORM 8610-2.”

mm. Appendix 2, paragraph 4.b.(1). Revised to note that Item B cannot be left blank.

nn. Appendix 2, paragraph 4.i.(3). Added the following statement, “Because of limited space on the permanent certificate, only one citizenship reference will be shown under Nationality. The other will be shown as a limitation on the certificate (e.g., Dual citizenship includes Canada).”

oo. Appendix 2, paragraph 4.j.(3). Added the following statement, “If the applicant was born outside of the U.S., the applicant shall enter the name of the city and country, or province and country.”

pp. Appendix 2, NOTE following paragraph 6.b.(1). Added the following “NOTE: If an applicant presents a CG-G-EAE-4 Form, Certificate of Eligibility, reflecting completion of the FAA/Military Certification of Performance of Jobs Tasks program, they must list their **total** length of military service. The applicant must also include the issuance control number as recorded on the CG-G-EAE-4 Form under “TYPE WORK PERFORMED.”

qq. Appendix 2, NOTE after paragraph 4.k.(4). Added the following statement, “THESE DIRECTIONS ARE NOT REQUIRED FOR APO/FPO-TYPE ADDRESSES.”

rr. Appendix 2, after paragraph 9. Added the following statement, “REVERSE SIDE OF FAA FORM 8610-2.”

ss. Appendix 2. Added Figure 2-9, RESULTS OF ORAL AND PRACTICAL TESTS.

tt. Appendix 2, after Figure 2-9. Added paragraph 10 to discuss figure 2-9.

uu. Appendix 2. Added Figure 2-10, DESIGNATED EXAMINER’S REPORT.

vv. Appendix 2, after Figure 2-10. Added paragraph 11 to discuss figure 2-10.

ww. Appendix 2. Added Figure 2-11, APPLICANT’S CERTIFICATION.

xx. Appendix 2, after Figure 2-11. Added paragraph 12 to discuss figure 2-11.

yy. Appendix 2. Renamed old Figure 2-9, FAA INSPECTOR’S REPORT, to Figure 2-12, FAA INSPECTOR’S REPORT, due to the added figures.

zz. Appendix 2. Renamed old paragraph 10 to paragraph 13 due to the added figures.

aaa. Appendix 3. Revised to reflect current national codes.

bbb. Appendix 4, item V T. Changed to item V S.

ccc. Appendix 5. The new title of appendix 5 is: Information About the Initial Technical Personnel Examiner Standardization Seminar and the Recurrent Technical Personnel Examiner Standardization Seminar. (Previously it was appendix 6.)

ddd. Appendix 5, paragraph 1. Replaced paragraph with the following statement, "Information, such as a schedule of Initial and Recurrent TPE Seminars, registration fees, and online registration, is available at the following Internet address: http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afs/afs600/afs640/. If you have questions and/ or need additional information regarding the TPE Seminars, please call (405) 954-6495."

eee. Appendix 5, paragraph 2.a. Added information regarding the PTS booklets.

fff. Appendix 5, paragraph 2.b.(2). Added the following sentences, "The registration fee must be paid prior to attending the Initial TPE Seminar. All registrations for the Initial TPE Seminar are arranged by the examiner, **after concurrence with the supervising FAA district office.** Arrangements for registration are made via the Internet at: <http://av-info.faa.gov/dsgreg/AvailableCourses.aspx>. This site also provides a method for payment of the registration fee and general seminar information. **There will be no arrangements for paying at the door.** Class size is limited, and attendees will be assigned on a "first-come" basis. If you have questions and/ or need additional information regarding the TPE Seminars, please call (405) 954-6495."

ggg. Appendix 5, paragraph 3.b.(2). Add the following sentences, "The registration fee must be paid prior to attending the Recurrent TPE Seminar. All registrations for the Recurrent TPE Seminar are arranged by the examiner. Arrangements for registration are via the Internet at: <http://av-info.faa.gov/dsgreg/AvailableCourses.aspx>. This site also provides a method for payment of the registration fee and general seminar information. There will be no arrangements for paying at the door. Class size is limited, and attendees will be assigned on a "first-come" basis. If you have questions and/ or need additional information regarding the TPE Seminars, please call (405) 954-6495."

hhh. Appendix 6. The new title of appendix 6 is: Example of Airframe and Powerplant Mechanic Oral and Practical Test Planning Sheet. (Previously it was appendix 5.)

iii. Appendix 6. Revised the Airframe and Powerplant Mechanic Oral and Practical Test Planning Sheet.

1-5. GENERAL. The procedures contained in this order apply to DMEs and to inspectors authorized to conduct aviation mechanic oral and practical tests. Tests are to be conducted in accordance with the Practical Test Standards (PTS) as applicable.

a. The tests, in three separate booklets, consist of knowledge/oral question elements and skill/practical project elements in each of the five sections:

(1) I—GENERAL.

(2) II—AIRFRAME STRUCTURES.

(3) II—AIRFRAME SYSTEMS AND COMPONENTS.

(4) IV—POWERPLANT THEORY AND MAINTENANCE.

(5) V—POWERPLANT SYSTEMS AND COMPONENTS.

b. Each section has from 3 to 12 Subject Areas. Section I, General, is required for either the airframe or powerplant rating and applies to both. Sections I, II, and III are required for the airframe rating. Sections I, IV, and V are required for the powerplant rating. See chapter 5, paragraph 5-1.l. for information concerning previously passed Section I, General.

1-6. FAA MECHANIC CERTIFICATION POLICY. Greater emphasis shall be placed on the aviation mechanic oral and practical tests to determine if an applicant's performance is acceptable or unacceptable. The primary discriminator in the aviation mechanic certification process is the oral and practical test. The level of basic aviation mechanic skills desired by the FAA will be assured if a standard grading criterion is used to evaluate applicants and if the tests are conducted with objectivity. Each applicant who passes the oral and practical tests will have shown the ability to demonstrate basic mechanic skills in all Subject Areas and sections required for the rating sought.

1-7. DESIGNATIONS ISSUED. The following mechanic examiner designations are issued:

a. Airframe (A). Conducts aviation mechanic airframe rating oral and practical tests as well as the General oral and practical test, when required.

b. Powerplant (P). Conducts aviation mechanic powerplant rating oral and practical tests as well as General, when required.

c. Airframe and Powerplant (A and P).

Conducts aviation mechanic airframe and powerplant ratings oral and practical tests as well as General, when required.

1-8. DESIGNEE MATERIALS. The supervising FSDO or IFO shall provide each designee with supplies appropriate to the designation. The following supplies are necessary for the performance of DME duties and shall be returned to the supervising FSDO or IFO when the designation is surrendered or terminated. The supervising FSDO or IFO should issue designee materials at the time of selection.

a. Order 8610.4K, Aviation Mechanic Examiner Handbook.

b. Aviation Mechanic General Practical Test Standards (PTS) booklet FAA-S-8081-26.

c. Aviation Mechanic Airframe Practical Test Standards (PTS) booklet FAA-8081-27.

d. Aviation Mechanic Powerplant Practical Test Standards (PTS) booklet FAA-8081-28.

NOTE: The supervising FSDO or IFO may provide the PTS booklets to the DME or they may be obtained via the Internet or through common sources such as the Government Printing Office (GPO).

e. FAA Form 8610-2, Airman Certificate and/or Rating Application, (Stock No. 0052-00-026-8004).

f. FAA Form 8060-4, Temporary Airman Certificate (Stock No. 0052-00-049-5001).

g. FAA Form 337, Major Repair and Alteration (Stock No. 0052-00-025-8000).

h. Title 14 of the Code of Federal Regulations (14 CFR) Part 65, Certification: Airmen Other Than Flight Crewmembers.

i. 14 CFR Part 183, Representatives of the Administrator.

1-9. SECURITY. Each DME is responsible for establishing and carrying out appropriate security procedures.

a. Importance of Security. The security of the controlled material is important to prevent compromise and to ensure that applicants meet the aeronautical skill standards for aviation mechanic certificates and ratings.

(1) The DME shall ensure adequate security of FAA Form 8060-4 as well as all knowledge element questions acquired from the DME Knowledge Question Database Internet site and/or skill element projects developed for use in testing.

(2) The aforementioned material shall be secured in a manner that will not allow unauthorized access (i.e., a locked drawer, cabinet, or closet). Access to the secured material shall be given to persons who are authorized representatives of the Administrator only. Any public request for the secured material should be referred to the supervising FSDO or IFO.

NOTE: The PTS booklets are intended to be public; therefore, they do NOT require security procedures.

1-10. INFORMATION CURRENCY.

a. Any deficiencies found, clarifications needed, or improvements to be suggested regarding the content of this order shall be forwarded for consideration to: FAA; ATTN: DESIGNEE STANDARDIZATION BRANCH (AFS-640); P.O. Box 25082; Oklahoma City, OK 73125-0082. Your assistance is welcome. FAA Form 1320-19, Directive Feedback Information, is attached to this order for your convenience. If an interpretation is urgently needed, call the originating office, AFS-640, for guidance at (405) 954-4220. Please use the attached FAA Form 1320-19 as a followup to any verbal conversation.

b. Use the OTHER COMMENTS area on FAA Form 1320-19 to provide a complete explanation of why the suggested change is necessary. However, you may correct, as necessary, a copy of the pertinent information, or provide a handwritten note for consideration.

CHAPTER 2. SELECTION AND DESIGNATION OF DMES

2-1. SELECTION.

a. Applicants for a DME are selected by supervising FSDOs or IFOs when the need for a DME has been recognized. Careful consideration is given to the recommendations of FAA-certificated (14 CFR, Part 145) repair station operators, FAA-certificated (14 CFR, Part 147) Aviation Maintenance Technician Schools (AMTS), airport managers, air carrier or air taxi operators, and other knowledgeable members of the aviation community. The applicant shall complete FAA Form 8110-28. The FAA Form 8110-28 will be sent to the National Examiner Board (NEB) for review of general qualifications. If general qualifications are met, the NEB will rank the applicants against other applicants. The applicant will then be notified by the NEB to take a computer knowledge test. Once the computer knowledge test is successfully completed, the applicant officially becomes a candidate and is placed in the candidate pool. The FSDO or IFO will notify the NEB when a need for a DME exists.

b. Examiners applying for reinstatement shall submit the completed application form directly to the designating FSDO or IFO. Only the FSDO or IFO that previously had jurisdiction over the applicant shall accomplish reinstatement. Former designees who relocate to another FSDO or IFO and request reinstatement shall be treated as initial applicants and will be required to submit an application to the NEB for initial evaluation and recommendation. Examiners holding a valid and current designation who wish to relocate to a different geographical area, providing there is no break in service and the receiving FSDO or IFO agree to the transfer, may do so without applying to the NEB. However, the examiner shall submit a new application to the receiving FSDO or IFO.

c. A DME may be designated to serve outside the U.S. provided such designation will serve U.S. citizens abroad and the DME's activities can be properly supervised by a supervising IFO. Limitations may be placed on the DME as provided by current FAA policy regarding the certification of airmen outside the U.S.

2-2. GENERAL REQUIREMENTS FOR DESIGNATION.

a. A minimum age of 23 years.

b. Show evidence of a high level of aeronautical knowledge in the Subject Areas required for aviation mechanic certification in both reciprocating and turbine engine aircraft.

c. Have held a valid aviation mechanic certificate for 5 years with the rating(s) for which a designation is to be issued. When eligible persons are not available, the 5-year requirement may be reduced to 3 years if the prospective designee meets all other requirements and possesses above-average technical qualifications.

d. Have been actively exercising the privileges of a valid aviation mechanic certificate for 3 years on U.S.-registered civil aircraft immediately prior to designation.

e. Have a good record as an aviation mechanic with no violation history with the FAA (this does not include violations that have been expunged).

f. Have unquestionable integrity, a cooperative attitude, the ability to exercise sound judgment, and be a person engaged in the industry and community with a reputation for honesty, dependability.

g. Have satisfactorily completed the Initial Technical Personnel Examiner Standardization Seminar before his or her appointment as a DME.

h. Have a fixed base of operation adequately equipped to support testing in at least 25 percent of all level 1, level 2, and level 3 skill elements listed in Objective 3 of each Subject Area of the applicable PTS and be adequately equipped to support testing of ALL of the Core Competency elements identified in Objective 2 of each Subject Area for the designation sought. This includes both reciprocating and turbine engine aircraft. Inspectors shall carefully consider this issue prior to designating or renewing an examiner.

(1) The fixed base of operation, equipment, and materials shall be adequate for an applicant to demonstrate the basic skills for the rating sought. The supervising FSDO or IFO will monitor the status of equipment periodically to insure compliance.

(2) Airworthy aircraft, other aircraft, aircraft subassemblies, operational mockups, or other aids may be used for testing airman applicants.

(3) Tools, equipment, materials, current publications, and necessary apparatus required to complete a project assignment shall be the type recommended by aircraft manufacturers or accepted in the aviation industry.

2-3. DELEGATION/RECISION OF A DME AUTHORIZATION. Title 49, U.S. Code Section 44702, as amended, empowers the 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 which the Administrator may prescribe. Under Title 49, U.S. Code Section 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.

a. Proposed termination or nonrenewal. The FSDO or IFO should provide the DME with notice and an opportunity to respond to a proposed action to terminate or to nonrenew a designation. Designations are terminated under the general conditions contained in 14 CFR part 183, section 183.15(d).

b. Notification. The designee should be notified in writing of the reason(s) for the proposed action. The reason(s) cited should be as specific as possible. The notification should cite any applicable rule and/or handbook guidance. When the reasons are supported by examples of unacceptable conduct, examples should be stated. The reasons cited may be supported by documented surveillance or the results of other investigations; however, supporting documents will not be included with the notification to the DME.

c. Option to respond. The written notification should give the designee the option to respond in writing or in person. The designee may elect to be accompanied by counsel if responding in person. A record may be made of any meeting held.

(1) The record of any meeting with the DME may be in the form of notes taken by a secretary during the meeting, a summary written by the staff of the FSDO or IFO after the meeting, or another method.

(2) A copy of the record should be sent to the DME by the supervising FSDO or IFO. The DME may submit comments or propose corrections to the record.

d. FSDO or IFO manager's decision. The FSDO or IFO manager's decision regarding the termination or nonrenewal of a designation should be

provided to the DME in writing. The written notification to the DME should indicate the reasons for the termination or nonrenewal. The DME may request a review of the matter by the regional Flight Standards division manager. If the DME wishes to have the regional Flight Standards division manager review the matter, the DME shall make the request for the review in writing or in person within 10 days of receipt of the written notification of the FSDO or IFO manager's decision.

e. Division manager's decision. If the DME requests a review by the regional Flight Standards division manager, the DME should be advised that the division manager's decision is final. The DME will be notified of the division manager's decision and the reasons for that decision.

2-4. TERMINATION. Termination of a DME's designation for reasons other than insufficient need for the DME's services should be initiated when other means of ensuring the DME's conformance to standards are unsuccessful, unfeasible, or inappropriate.

a. Reasons for termination. A designation is terminated by the Administrator for any of the following reasons:

- (1) For any reason the Administrator considers appropriate;
- (2) Upon the written request of the DME;
- (3) When there is no longer a need for the DME's services; and
- (4) Upon a finding by the Administrator that the DME has not properly performed the DME's duties.

b. Examples. The following are examples of deficiencies in a DME's duties:

- (1) Unsatisfactory performance in any phase of DME duties or responsibilities, including the inability to accept or carry out the supervising FSDOs or IFOs instructions;
- (2) Any actions by the DME that may reflect discredit on the FAA, such as misuse of the designation or failure to maintain a reputation for integrity and dependability in the industry and the community;
- (3) The inability of the DME to work harmoniously with FSDO or IFO personnel or the public;
- (4) Evidence that the DME's general and/or professional qualifications and requirements were not met at the time of the original designation or at any time thereafter;

(5) A DME's inability to demonstrate satisfactory performance during a knowledge and skill evaluation or during an Initial Technical Personnel Examiner Standardization Seminar or a Recurrent Technical Personnel Examiner Standardization Seminar; or

(6) A DME's failure to maintain, or inability to demonstrate, qualifications for any certificate, rating, or designation held.

c. Documentation. Deficiencies in a DME's performance should be documented by the FSDO or IFO.

The DME should be notified of these deficiencies and given an opportunity to correct the deficiencies within a 90-day period. The DME should be advised by the FSDO or IFO that continued poor performance constitutes grounds for termination of the DME's designation.

d. Voluntary surrender. A DME may voluntarily surrender a designation at any time. This voluntary surrender should be made in writing and be accompanied by the DME's FAA Form 8430-9, Certificate of Authority.

CHAPTER 3. DME TRAINING, SUPERVISION, AND RENEWAL

3-1. TRAINING. Prospective DMEs shall satisfactorily complete the Initial Technical Personnel Examiner Standardization Seminar before initial designation. (See appendix 5 for seminar information). Following the Initial Technical Personnel Examiner Standardization Seminar, the DME shall be coached by personnel from the supervising FSDO or IFO in all procedures relevant to the DME's duties. The assigned inspector from the supervising FSDO or IFO shall be present during the first oral and practical tests conducted by the DME to provide guidance and training, and to inform the DME of the proper test procedures. Specific items of emphasis during the period of training and indoctrination are:

a. Direction and Guidance. The DME is expected to call upon the supervising FSDO or IFO for advice and guidance, as necessary, for the performance of assigned responsibilities in accordance with prescribed procedures.

b. Reference Materials. The DME is expected to have ready access to current Title 14 of the Code of Federal Regulations (14 CFR) appropriate to aviation mechanic certification.

c. Instruction. The DME shall receive specific instructions from the supervising FSDO or IFO in the proper conduct of oral and practical tests, the execution of the necessary forms, and the proper routing of certification files. The supervising FSDO or IFO and/or the Designee Standardization Branch, AFS-640, should resolve DME questions on issues that are not made clear in this order.

d. Availability. DMEs are expected to make DME services available to all applicants on an equitable basis regardless of who trained the applicant or the applicant's geographic area of residence.

e. Professional Conduct. Each DME shall represent the Administrator in a manner, which will reflect credit on the FAA and shall exercise care with respect to the applicant as follows:

- (1) Honor appointments made as promptly as possible.
- (2) Arrange to conduct the oral test in private with the applicant.
- (3) Give undivided attention to the applicant during the testing period.

(4) Assure that discussion following any test is private and is confidential.

f. Proficiency. A DME shall maintain a high degree of knowledge in the Subject Areas required for aviation mechanic certification and evaluation techniques.

3-2. RECURRENT TRAINING. Each DME is encouraged to attend safety meetings, aviation mechanic seminars, and other programs contributing to the techniques of aircraft maintenance. The DMEs shall schedule themselves for a Recurrent Technical Personnel Examiner Standardization Seminar and notify the supervising FSDO or IFO. Satisfactory completion of the Initial Technical Personnel Examiner Standardization Seminar is a prerequisite for enrollment in a Recurrent Technical Personnel Examiner Standardization Seminar. Attendance at a Recurrent Technical Personnel Examiner Standardization Seminar is mandatory. (See appendix 5 for seminar information).

3-3. SUPERVISION. Each DME operates under the direct supervision of the FSDO or IFO that holds the designation file.

a. Inspectors who supervise the activities of DMEs will always welcome the opportunity to discuss procedures and standards with DMEs upon request to resolve any questions.

b. Inspectors who supervise the activities of DMEs will observe each new DME conducting oral and practical tests to determine that the DME is familiar with current procedures and standards. Thereafter, as required by Order 1800.56, National Flight Standards Work Program Guidelines, each inspector with designee oversight responsibilities will conduct two inspections on each DME designated within the district.

c. When performance of a mechanic who has been tested by a DME is found unsatisfactory, or other evidence reveals deficient performance by the DME, a check of the DME's aeronautical knowledge and certification procedures will be requested by the supervising FSDO or IFO.

d. DMEs shall submit certification files to the supervising FSDO or IFO regardless of test results (pass, fail, or test not completed) WITHIN 5-CALENDAR DAYS of test date.

3-4. EXPIRATION. All designations expire on October 31 of each year. Those issued in October will expire the following October. The expiration date is shown on FAA Form 8430-9, which is issued to each DME.

3-5. RENEWAL. A designation will be renewed when the supervising FSDO or IFO has determined that a need still exists for a DME and that the DME meets all the requirements for renewal. The DME shall be notified, and a new FAA Form 8430-9 will be issued. Renewal of DMEs is not automatic. Renewal may be denied for any reason listed in paragraph 2-4.

a. The supervising FSDO or IFO shall hold a meeting annually to discuss DME procedures, problems, and designation renewal. At the discretion of the manager of the supervising FSDO or IFO, this meeting may be held in conjunction with the Recurrent Technical Personnel Examiner Standardization Seminar. All FSDO or IFO inspectors having authority for DMEs or who approve or review airman applications shall attend the Recurrent Technical Personnel Examiner Standardization Seminar. All FSDO or IFO inspectors assigned as DME focal points shall attend the Initial Technical Personnel Examiner Standardization Seminar.

b. The requirements, as listed in paragraph 2-2, for the designation shall be maintained by each designee when conducting tests.

c. All DMEs shall have satisfactorily completed the Initial Technical Personnel Examiner Standardization Seminar.

d. In addition to completion of the Initial Technical Personnel Examiner Standardization Seminar, at the time of renewal, DMEs shall have satisfactorily completed a Recurrent Technical Personnel Examiner Standardization Seminar within the preceding 24-calendar months. If necessary, the supervising FSDO or IFO may extend the 24-calendar month recurrent training requirement. However, this extension shall not exceed 12 additional calendar months. DMEs shall schedule themselves for recurrent training.

e. A completed renewal file shall be presented by the DME to the supervising FSDO or IFO 45 days prior to renewal. It is the responsibility of the DME to complete the file for renewal, which shall include:

(1) A current FAA Form 8430-9, Certificate of Authority.

(2) A record of all oral and practical tests conducted since the issuance or last renewal of the DME designation.

(3) A certificate of training showing the DME successfully completed a Recurrent Technical Personnel Examiner Standardization Seminar.

(4) A new FAA Form 8110-28 with blocks 1, 2, 4, 5, 6, 7, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 22, 23, and 23a completed.

NOTE: The DME shall meet the requirements of paragraph 2-2g to be renewed.

f. The supervising FSDO or IFO will approve the application for renewal by completing the appropriate blocks on page 4 of FAA Form 8110-28. The designee and the issuing inspector should each sign the FAA Form 8430-9, Certificate of Authority. Enter the jurisdictional district office number on the reverse side.

g. After completing the application for renewal, FSDO or IFO personnel will:

(1) Retain the completed application for the office files.

(2) Enter the information into the Vital Information System (VIS), and verify that the information is correct. If you have any questions, you may contact the Aviation Data Systems Branch, AFS-620.

3-6. KNOWLEDGE AND SKILL. The determination that the DME's knowledge and application of current procedures and standards are adequate for renewal of the designation may be based upon the DME's attendance at a meeting or seminar conducted for the purpose of standardization. At the discretion of the supervising FSDO or IFO, observation by an appropriately-rated inspector of a DME's conduct of an oral and/or a practical test may be required. It is important for a DME to require a level of competency high enough to ensure that safety will not be compromised, yet one that can be realistically met by qualified applicant.

CHAPTER 4. DME PRIVILEGES AND LIMITATIONS

4-1. PRIVILEGES. A DME is authorized to:

a. Accept FAA Form 8610-2, for aviation mechanic certificates and ratings.

b. Conduct aviation mechanic oral and practical tests appropriate to FAA Form 8430-9, held by the DME.

c. Charge each applicant a reasonable fee. The examiner should make sure the applicant understands all fees that will be charged, including the fee for retesting after failure, before the DME accepts an FAA Form 8610-2.

d. Issue temporary aviation mechanic certificates to applicants who have been tested and found qualified for the certificate or rating sought. The supervising FSDO or IFO may retain this privilege.

4-2. LIMITATIONS. AMTS affiliated DMEs (see Chapter 5, paragraph 5-2.a.2) may test two applicants at a time provided they are either students (14 CFR part 65, section 65.80) or graduates of that AMTS. Any DME testing applicants, other than those listed above, may only test one applicant at a time. In addition, no DME shall:

a. Conduct oral and practical tests at locations not listed as a base of operation on the current FAA Form 8430-9 held by the DME, unless authorized by the supervising FSDO or IFO.

b. Conduct or monitor any portion of computer knowledge tests.

c. Reissue or amend any expired FAA Form 8060-4, Temporary Airman Certificate.

d. Endorse, amend, alter, or issue any permanent airman certificate.

e. Exempt any applicant from testing in all Subject Areas in sections required for the rating sought.

f. Combine teaching with testing during the testing of an applicant.

g. Conduct oral and practical tests unless an applicant presents proof of eligibility as prescribed in 14 CFR part 65.

h. Conduct oral and practical tests at the base of operation that appears on the DME's FAA

Form 8430-9 if the base is not adequately equipped with available equipment and material when the tests are conducted.

i. Conduct oral and practical tests unless the applicant has passed the required tests, except for mechanic applicants authorized in accordance with section 65.80.

j. Conduct any oral and practical tests for applicants that have been authorized to test on FAA form 8610.2, Airman Certificate and/or Rating Application, in a geographic location other than the geographic area in which the DME is authorized unless the DME reports the request for testing to the FSDO or IFO responsible for his/her designee authorization and receives written permission prior to conducting the test. The DME may be issued continuing authorization to perform these tests. This authorization does not relieve the DME from the notification requirements of paragraph 5-1 prior to performing the test. The continuing authorization may be amended or rescinded any time the DME's responsible FSDO or IFO finds necessary.

k. Temporarily suspend a test to allow the applicant further study, then continue the same test at a later time.

l. Deviate from the procedures in this order or the PTS booklets.

4-3. GEOGRAPHICAL AREA.

a. DMEs wanting to administer oral and practical aviation mechanic tests outside the geographical area of the DME's supervising FSDO or IFO shall:

(1) Request authorization in writing from the supervising FSDO or IFO and the FSDO or IFO in the district where the tests will be conducted.

(2) Provide these FSDOs or IFOs with the date and address of the testing site in writing.

(3) Make the request in a timely manner prior to the test date.

(4) Arrange for and prove to the FSDO or IFO in the district where the temporary test site is located that the DME has available adequate facilities, equipment, current publications, and materials for testing applicants to demonstrate the basic skills necessary for the certificate and/or rating(s) sought.

b. When permission is granted to the DME to administer oral and practical tests in the area of jurisdiction of another FSDO or IFO:

(1) The DME then comes under the jurisdiction of that FSDO or IFO.

(2) Certification files shall be submitted to that FSDO or IFO.

c. Requests for testing outside the DME's respective regional geographic area will be denied.

CHAPTER 5. CONDUCTING AND GRADING TESTS

5-1. PREPARATION. DMEs shall notify the supervising FSDO or IFO prior to conducting all oral and practical tests. The supervising FSDO or IFO may establish specific procedures for this notification. Plan ahead! Since applicants may have widely differing backgrounds, it will be necessary to review the applicant's experience in order to select appropriate oral questions and practical projects. Try to ask questions and assign projects that will be fair and yet cover all Subject Areas necessary for certification.

a. A reasonable fee may be charged each applicant for the DME's service in administering the oral and practical tests, for handling the forms and reports incident to the issuance of an aviation mechanic certificate, and for the use of the DME's facilities, equipment, and materials. A mutual understanding and agreement of the total fee to be charged for the DME's services should be reached before the tests are begun. An agreement in writing may be to the advantage of both the DME and the applicant.

b. The "Knowledge" (oral) and "Skill" (practical) elements listed in the aviation mechanic PTS booklets shall be used to administer the oral and practical tests. A copy of all skill element test projects developed by the DME shall be forwarded to the supervising FAA district office. Unless otherwise authorized by the supervising FSDO or IFO, the projects developed by the DME shall be forwarded to the FAA at least 30 days prior to their use in an oral and practical test.

c. Test in each Subject Area of each section required for the rating sought, one-third of the section shall be level 1 or higher, one-third shall be level 2 or higher, and one-third shall be level 3, even though the applicant may not have used some of the skills in past or present jobs. The DME is not required to test every ELEMENT in each Subject Area. An applicant shall be able to demonstrate satisfactory knowledge and skill in the assigned elements in each Subject Area to the required standard.

d. Developing Knowledge (oral) element tests. Access the Airman Testing Standards Branch, AFS-630, Internet-based knowledge question data bank. Select questions applicable to the type of test to be administered. Do not select more than 10 questions for each Subject Area to be tested. Do not use the same questions for three consecutive tests. Do not allow an applicant to select questions.

e. Developing skill (practical) element projects. The objective of this type of test is to measure an applicant's basic skills in a subject area. The design of the skill element is directly relational to its assigned level and to the accuracy of this measurement. The following basic guidelines should be used to assist the DME in the development of skill projects.

(1) Include any "givens" (e.g. specific tools, equipment, mock-ups, technical data, etc.) that will be required for the project.

(2) Be clear and concise with the level clearly identified.

(3) Refer to the standard(s) by which the project will be graded. This performance standard shall be developed by the examiner for each project and will include:

(a) What the applicant shall do. As an example: install an assigned control surface.

(b) How it shall be done. As an example: use of proper information (e.g., manufacturer's data, TCDS, etc.,) proper tooling, and observance of all applicable safety precautions.

f. The examiner shall assign a unique identifier to each skill element project developed. Include in the identifier at least the Objective number (2 or 3), the letter used in the PTS for identifying the Subject Areas elements, and an additional numerical or alphabetical value. For example, the identifiers for skill projects developed for element "b. troubleshoot an electrical circuit" of the Section I, BASIC ELECTRICITY Subject Area could be 3b1 ("3" representing the Objective, "b" representing the element, and "1" representing the first project developed for that element) with subsequent identifiers for the same element being 3b2, 3b3, etc.

g. There is no standard length of time prescribed for aviation mechanic oral and practical tests. However, the testing period shall be long enough to make a valid determination in each Subject Area for the rating sought. Appropriate time shall be taken to ensure that all required knowledge element questions and skill element practical projects have been completed for each Subject Area for the rating sought.

h. Two originals of FAA Form 8610-2, Airman Certificate and/or Rating Application, shall be received from the applicant before testing is begun. FAA

Form 8610-2 shall be completed in accordance with Appendix 2, Instructions for Completing FAA Form 8610-2, Airman Certificate and/or Rating Application, found in this order. The DME or inspector should provide FAA Form 8610-2 and give detailed instructions for completing it correctly. (The inspector or DME shall copy appendix 2 of this order and provide it to the applicant until FAA Form 8610-2 is revised with written instructions attached.) The DME or inspector should refer to Order 8300.10, Volume 2, Chapter 22, for additional information for reviewing and completing an FAA Form 8610-2. The applicant shall be advised to read the supplemental information attached to FAA Form 8610-2. (See appendix 1.)

NOTE: All signatures shall be original, in dark ink, with the name printed in dark ink or typed below or next to the signature.

i. A pre-test interview should be conducted.

This should be accomplished face-to-face, by telephone/FAX, through electronic mail, or other methods that will allow the DME to:

(1) Discuss fees, testing procedures, projects, and type of equipment to be used and what the applicant should expect if they pass, fail, or do not complete the test.

(2) Advise the applicant when the day's activities will be terminated and when testing will be resumed if more than 1 day is needed.

(3) Ensure the applicant's eligibility (See paragraph 5-2).

(a) Review the applicant's FAA Form 8610-2 for completeness and correctness. The DME shall have the applicant correct any errors. This may require the applicant to return to the FSDO or IFO where authorization was obtained.

(b) Review the applicant's current written test results that are applicable to the rating(s) sought.

(c) Have the applicant indicate, in the event that they pass all of the required tests, how they will respond to the two questions listed in Block IV, APPLICANT'S CERTIFICATION, located on the reverse side of FAA Form 8610-2. There may be a need to have supervising FAA district office involvement if the applicant would be required to answer "yes" to either of the questions.

j. Progressive tests shall not be given.

Although it may be necessary to continue a test for more than 1 day, tests shall not be allowed to continue for long periods of

time. Progressive testing is defined as testing which is continued for more than four sessions in a 4-day period. Temporarily suspending the test to allow the applicant further study is not allowed. Both the applicant and the examiner should plan the testing times so that as much as possible of the test will be completed once it is started.

k. Should the test not be completed in the allotted timeframe, the examiner will correctly mark both FAA Forms 8610-2 (two originals) (on the reverse side) for the Subject Areas completed. Subject Areas not completed will NOT be marked as a failure on both FAA Form 8610-2 (two originals). In addition, a statement will be placed in the REMARKS area indicating why the test was not completed. This incomplete test file will be forwarded to the supervising FSDO or IFO within 5-calendar days. A retest for the Subject Areas not completed should, when practical, be scheduled at the time the test is discontinued. This retest will be treated as if the applicant had failed those portions not tested. (See paragraphs 5-2.c. and 5-2.d.)

NOTE: Do NOT start any test without the intent to complete the testing for the issuance of a certificate and at least one rating or an added rating. Never test with the intent of testing the General section only.

l. The General Section of the Tests. An applicant is not required to take Section I, General, of a knowledge or skill test for a mechanic rating if it was previously passed. Proof of passing may be in the form of:

(1) A mechanic certificate with the alternate rating; or

(2) FAA Form 8610-2 that shows Section I, General, has been passed within the preceding 24-calendar months (although other sections may not have been passed).

5-2. APPLICANT ELIGIBILITY. Applicants will be required to furnish identification with a photograph and a signature. If FAA Form 8610-2 is completed at a FSDO or IFO, the approving inspector will record the method of identification (e.g., drivers license, passport, military identification) in the REMARKS area of FAA Form 8610-2. The DME will verify the applicant's identification prior to testing. If means of identification was provided in the REMARKS area, the DME will verify the identification and initial the inspector's entry. (Sample entry: Oklahoma Driver License No. 123456789.) However, if the means of identification was not previously entered, in the REMARKS area, the DME will make the entry in the REMARKS area. (See appendix 1, figures 1-5, 1-6, and 1-7.) The responsibility ensuring

applicants meet the English language requirements is shared by the aviation schools, designated examiners, and aviation safety inspectors. Ultimately, the designated examiner and aviation inspector are required to evaluate each applicant's eligibility, including English fluency, prior to beginning the practical test or accepting an application for an airman certificate or rating. Advisory Circular (AC) 60-28, English Language Skill Standards Required By 14 CFR Parts 61, 63, and 65, provides guidance for airman applicants, designated examiners, and aviation safety inspectors in determining English language skills required for airman certification.

a. Original FAA Form 8610-2.

(1) All applicants claiming civilian and/or military experience as a basis for qualification, shall have the experience evaluated and verified by an inspector before taking the required test. The inspector may, as a matter of office procedures, reproduce and retain copies of FAA Form 8610-2 and documented evidence presented by the applicant. The inspector will:

(a) Evaluate the experience documents and verify them, if necessary.

(b) Have the applicant complete FAA Form 8610-2 (two originals). (See appendix 1, figures 1-1, 1-2, 1-3, and 1-4.) Provide a copy of appendix 2 to the applicant. Instruct the applicant to read the PRIVACY ACT INFORMATION area of FAA Form 8610-2. Instruct the applicant to detach the PRIVACY ACT INFORMATION area of FAA Form 8610-2.

(c) Review FAA Form 8610-2 for completeness, sign and complete Block V of FAA Form 8610-2 (both originals), and return them if the applicant meets the experience requirements. All experience documents shall be returned to the applicant. Both originals will be retained by the applicant to present to a DME or inspector for the oral and practical tests.

(d) Only inspectors who hold the mechanic certificate with an A and P rating are authorized to review and endorse Block V of FAA Form 8610-2.

NOTE: AMTS graduates may take the applicable knowledge test upon presenting an appropriate graduation certificate or certificate of completion to an affiliated test center. Other applicants may take the applicable mechanic test upon presenting an FAA Form 8610-2 that indicates the test(s) authorized to be administered,

“lining through” or “blacking out” the test(s) NOT authorized, and Block V shall be endorsed by an inspector.

(2) Applicants attending or graduating from an approved AMTS.

(a) Graduates from AMTSs having affiliated DMEs need not present the graduation certificate or certificate of completion, appropriate to rating sought, to the local inspector prior to taking the computer knowledge test and oral and practical tests provided:

1 The AMTS has an affiliated computerized testing center and an affiliated DME, and the tests are given by the affiliated examiners.

2 The AMTS has established a procedure acceptable to the supervising FSDO having jurisdiction over the AMTS. This procedure will require that the AMTS provide a certified list of graduates to the FSDO and to each of the AMTS's affiliated computerized testing centers, and DMEs. The list shall be available prior to the computerized testing center or DMEs administering the appropriate test(s). Also, the AMTS will maintain and provide a current list of affiliated computerized testing centers and DMEs to the FSDO.

3 The AMTS's certified list shall contain the names and addresses of graduates, graduation dates, and the curriculum from which the applicant graduated (i.e., airframe, powerplant, or airframe and powerplant combined). The list will reflect a statement certifying these graduates and will be signed and dated by an authorized AMTS official.

NOTE: Graduates taking the written or oral and practical tests from examiners, other than those affiliated with the AMTS, shall present a graduation certificate or certificate of completion to an inspector. This also applies to nonaffiliated computerized testing centers. (The inspector shall review the documents, complete Block V, and sign Block V. This authorizes the AMTS graduate to be tested by an examiner other than an AMTS-affiliated examiner.)

(b) Affiliated AMTS DMEs may administer oral and practical tests to graduates/applicants,

without an FAA signature in Block V of FAA Form 8610-2 only when a graduation certificate or certificate of completion is presented and the AMTS provides the DME with the certified list of graduates.

(c) Applicants shall complete FAA Form 8610-2 (both originals).

(d) Affiliated DMEs are required to review FAA Form 8610-2 to determine and assure that it is complete and correct, and should verify that the applicant meets the requirements of 14 CFR part 65, section 65.11, 14 CFR part 65, section 65.12, and 14 CFR part 65, section 65.71, prior to issuing FAA Form 8060-4, Temporary Airman Certificate. The applicant will present appropriate computerized test report(s). All sections of the computer knowledge test shall have been passed within the previous 24-calendar months except when the applicant is authorized to take an early oral and practical test by 14 CFR part 65, section 65.80.

b. Taking Oral and Practical Tests Before Computer Knowledge Tests. AMTS students may be authorized by the supervising FSDO to take the oral and practical tests before the computer knowledge test in accordance with section 65.80.

(1) Each student shall complete the front of FAA Form 8610-2 (both originals). FAA Form 8610-2 shall show the AMTS's name and location (Block II, item D1), AMTS's certificate number (Block II, item D2), curriculum in which student is enrolled (Block II, item D3), and graduation date (Block II, item D4). Applicants **SHOULD NOT** check Block II, item D. (See appendix 1, figure 1-4.)

(2) AMTSs shall show that each student is in the final phase of training and has maintained satisfactory progress at the school.

NOTE: The student shall be within 45 school days of completing that phase of the curriculum. If enrolled in the Airframe only or Powerplant only, shall have completed the General and be within 45 school days of completion for the Airframe or Powerplant. If the applicant is enrolled in the Powerplant, and has completed the General and Airframe, he or she shall be within 45 school days of completion of the Powerplant curriculum, and if the student is enrolled in the combined Airframe and Powerplant, he or she shall be within 45 school days of completion of the complete curriculum for the combined Airframe and Powerplant, has

made satisfactory progress, and is prepared for the test. The proper AMTS official shall complete Block II, item E, (1) and (2).

(3) Inspectors shall complete Block II, item F, (1), (2), (3), and (4). (See appendix 1, figure 1-4.) The FAA authorization expiration date shall not be later than the anticipated graduation date. The completed file will be processed through the supervising FSDO. (The supervising FSDO has authorized any student to be tested by a nonaffiliated DME by completing Block II, item F, (1), (2), (3), and (4).)

c. Retests. When application is made for a retest after failure of a previous test or incomplete test, the applicant shall:

(1) Complete FAA Form 8610-2 (both originals) in accordance with the instructions furnished by the DME or inspector.

NOTE: FAA Form 8610-2, Block V does not need to be signed by an inspector if a copy of the original FAA Form 8610-2 (with authorizing signature) is attached to the file.

(2) Present an appropriate computerized test report. All sections of the computer knowledge tests shall have been passed within the previous 24-calendar months.

(3) Present his or her original of FAA Form 8610-2 from the previous oral and practical tests showing the sections failed, sections not completed, or for which passing credit has expired.

(4) If the retest is within 30 days of the previous test, present a statement by a person authorized in 14 CFR part 65, section 65.19 that the applicant has received additional instruction for EACH SUBJECT FAILED and that the applicant is ready for retesting. This statement of training is required only when the applicant failed portions of the test. (See appendix 1, figure 1-12.)

NOTE: This statement of training is not required if the applicant did not complete a previous test.

d. Applicants for retest will be tested in all Subject Areas of the oral and/or practical tests in the section(s) listed as failed (at the same level as failed), that was/were not taken, or that has/have expired. However, applicants who apply for retest within 60 days to the same DME who gave the failed test may, at the option of the DME, be tested in only the Subject Areas failed on the previous test provided applicant has successfully passed

all other Subject Areas within that section. (New questions and practical projects may be included in the retest.)

5-3. EVALUATING

APPLICANT

PERFORMANCE. An applicant should not be expected to be competent in all phases of aircraft or engine overhaul, maintenance, and repair, or be highly skillful in performing complex manipulative operations. However, the applicant is expected to have developed basic skills and should demonstrate them during the practical test. The applicant shall be informed of the level of performance expected before beginning each project. Required performance levels may be found in the PTS booklets.

a. Section. When it becomes obvious during the test that an applicant cannot perform at an acceptable level and has already failed several subjects in a section, the DME may discontinue testing in that section and go on to the next section. However, in some cases it may be advantageous to continue to the end of the section so the applicant will know his or her strengths and weaknesses when preparing for retest. If testing in a section is terminated, the DME will make an appropriate note in the REMARKS area on the reverse side of FAA Form 8610-2.

b. Subject Area. When it becomes obvious during the test that an applicant cannot perform at an acceptable level and has failed that Subject Area, the DME may discontinue testing in that Subject Area and go on to the next Subject Area. The DME or the applicant may discontinue the testing any time after the failure of a Subject Area. Several Subject Areas may be evaluated during an assigned practical project. In any case, the applicant is entitled to credit for only those Subject Areas satisfactorily completed.

NOTE: No more than 10 questions shall be used to evaluate a Subject area.

c. Include the following standards in DME observations for evaluating applicant performance:

- (1) Approach to the project; proper information and tools; preparation of the aircraft (or equipment); and observation of safety precautions;
- (2) Cleaning, preparing, and protecting parts; skill in handling tools; thoroughness and cleanliness;
- (3) The functions of the units or systems of the assigned project; use of current maintenance and overhaul procedures;
- (4) Final inspection for safety and operation;

(5) Completion of required forms and records;

(6) Application of appropriate rules; and

(7) Attitude toward safety, manufacturer's recommendations, and acceptable industry practices.

5-4. CONDUCTING THE TESTS.

a. Conducting the Oral Test.

(1) Oral questioning may be used at any time during the practical test.

(2) The DME shall orally quiz the applicant with at least the required number of knowledge (oral) elements. The DME shall ask at least four questions in each Subject Area. These questions should be from more than one element of the Subject Area. The applicant shall be able to successfully answer 70 percent of the oral questions in each Subject Area. Each Subject Area shall be passed in order to pass a section.

(3) An applicant's answers to oral questions shall show an understanding of the subject and ability to apply knowledge. Do not allow an applicant's skill of oral expression or ability to memorize details affect oral test evaluation. Additional oral questions or exploratory questions may be used, if necessary, to make an objective understanding but will not be considered as part of the test.

(4) To determine if the oral questions are answered correctly, the DME shall be able to reference information (e.g., manufacturer's data, advisory circulars, Code of Federal Regulations, etc.). The DME shall be objective in making the determination.

(5) Although the answers to the oral questions should be available in the CFRs, manufacturer's maintenance data, or other aircraft and/or aircraft-related data, the applicant shall be able to successfully answer all oral questions without the use of any reference materials.

b. Conducting the Practical Test.

(1) All Subject Areas required for the rating sought shall be tested; however, the examiner is not required to test every element in each Subject Area. In Subject Areas where core competency is identified (paragraph 2 of the Subject Area), the examiner shall test the applicant on the core competency element AND at least one other skill element selected from paragraph 3 of the Subject Area. The minimum passing grade in each Subject Area is 70 percent in regard to the skill elements selected from paragraph 3 only. This does not include

core competency elements. Only one project can be assigned for each required core competency element. To pass a Subject Area, ALL required core competency elements shall be successfully accomplished on the first attempt. Each Subject Area shall be passed to pass a section.

(2) Subject Areas and/or elements may be combined as needed to facilitate the taking of the test.

(3) The DME shall personally observe all practical projects being performed by the applicant.

(4) The DME shall determine if the applicant's project is acceptable. Be objective in making this determination. The applicant shall be able to demonstrate satisfactory proficiency and competency using basic aircraft mechanic skills. The applicant shall also demonstrate an approval for return-to-service standard, where applicable, and demonstrate the ability to locate and apply the required reference materials, where applicable. For instances where an approval for return-to-service standard cannot be achieved, the applicant shall be able to explain why the return-to-service standard cannot be met (e.g., when tolerances are outside of a product's limitations).

(5) Applicants for powerplant ratings shall show the ability to make satisfactory minor repairs to, AND minor alterations of, propellers.

(6) Applicants shall be required to execute an FAA Form 337 in conjunction with at least one project during the practical test. (Example: Airframe and powerplant practical test – one FAA Form 337; single rating or added rating practical test – one FAA Form 337; and each practical retest – one FAA Form 337.)

NOTE: The FAA Form 337 project developed for a practical retest shall not be required to be accomplished at the core competency level if an FAA Form 337 project had been successfully accomplished as a core competency project during a previous test and the retest meets the requirements of paragraph 5-2d.

(7) The DME shall provide all tools, equipment, and reference materials for the Subject Area elements selected. These materials shall include, but are not limited to, Title 14 of the Code of Federal Regulations (14 CFR), Type Certificate Data Sheets, Airworthiness Directives, Advisory Circulars, manufacturer's technical and parts manuals, service information, and any other instructions and/or reference materials that are necessary for the objective accomplishment of the assigned Subject Area element(s). All reference material shall be unmarked

and in good condition. The applicant's use of other reference material not provided by the DME is prohibited. Use of non-programmable calculators is permitted where appropriate. Applicants may use personal tools and equipment at the discretion of the DME.

c. Test planning sheets are required for each oral and practical test given. Test planning sheets will be forwarded to the supervising FSDO or IFO with the certification file. Test planning sheets will be retained by the FSDO or IFO in accordance with Order 1350.15B, Records Organization, Transfer, and Destruction Standards. An example of a planning sheet is included in appendix 6 of this document. Planning sheets may be developed by the examiner but shall contain the information included in the appendix 6 example (both sides). The local FSDO or IFO may also require additional information on the planning sheets. Mark the planning sheets for each knowledge (oral) element question and skill (practical) element project that will be assigned. If the planning sheet in appendix 6 is used, the DME shall make copies of both sides.

NOTE: The applicant's signature on the planning sheets is to verify that the test was given to the applicant and that the test times and dates listed were actual. Since testing material is controlled, it is not intended that the signature infer that the applicant has verified specific information, which appears in Block V of FAA Form 8610-2.

5-5. RECORDING THE RESULTS OF TESTS.

Applicants for an airframe rating shall take Sections I, II, and III. Applicants for a powerplant rating shall take Sections I, IV, and V. (See paragraph 5-1.l. for crediting previously passed Section I.)

a. Record the final results of oral and practical tests on the reverse side of FAA Form 8610-2. When the applicant has demonstrated an acceptable level of competence, workmanship, and safety in each Subject Area, check the PASS box for that portion of the section (oral or practical test) and enter the expiration date; otherwise, check the FAIL box, but do not enter a date when the applicant fails. Make all entries in permanent dark ink. See paragraph 5-8 for procedures to follow if an applicant fails.

b. The expiration date for each oral and practical test section is 24-calendar months after the section is passed. (Example: A test section passed on any day in August 1993, will expire on August 31, 1995.)

c. Do not code any knowledge (oral) element questions or skill (practical) element projects on the

reverse side of FAA Form 8610-2 unless the oral or practical test in a section has been failed.

5-6. WHEN THE APPLICANT PASSES. When the applicant has passed all the required sections of both the oral and practical tests, the DME who administered the test shall:

a. Enter the date the test was completed, sign the form, and enter his or her designation number in the spaces provided on the reverse of FAA Form 8610-2 (both originals).

b. Require the applicant to complete the APPLICANT'S CERTIFICATION area on the reverse side of FAA Form 8610-2 (both originals), following the DME's report. The APPLICANT'S CERTIFICATION area is used to verify that the applicant still meets the conditions and requirements of sections 65.11 and 65.12.

NOTE: At the time of issuance of FAA Form 8060-4, the inspector and/or the DME shall request a telephone number where the applicant may be reached during the next 120 days in the event of application problems. The telephone number shall be recorded in the REMARKS area on the back of the application. If a telephone number is not available, write "NO TELEPHONE."

c. Give one original of FAA Form 8610-2 to the applicant.

d. Prepare FAA Form 8060-4 unless otherwise directed by the supervising FSDO or IFO. (See appendix 1, figure 1-9.) Issue the duplicate copy to the applicant. Forward the original typed copy with the certification file to the local FSDO or IFO.

(1) Printed ink entries may be used for the applicant's copy; however, a typed original, signed by the issuing DME, shall accompany the certification file, which shall be forwarded to the supervising FSDO or IFO. The applicant need not sign the copy that is sent to the FSDO or IFO.

(2) All original airman certificates will be issued with a unique certificate number assigned by the Airmen Certification Branch (AFS-760) during the processing of the airman file. The airman's SSN can still be collected on FAA Form 8610-2, but the word PENDING shall be placed in the certificate number block III of FAA Form 8060-4. (See appendix 1, figure 1-9.) If the airman does not wish to provide his/her SSN to the FAA, the words DO NOT USE shall be placed in the SSN block of the application. Airman certificates presently using the SSN as a certificate number will

continue to be issued with that number unless the applicant requests a unique number. If the airman requests a unique number when applying for a certificate and/or rating, the word PENDING shall be placed in the certificate number block of FAA Form 8060-4.

e. If the applicant has been authorized under section 65.80 to take the oral and practical tests before the computer knowledge tests and passes them:

(1) Give the applicant a completed and signed original of FAA Form 8610-2. This original will be needed when the applicant applies for a certificate after passing the computer knowledge tests.

(2) Send the applicant's other signed original of FAA Form 8610-2 to the supervising FSDO WITHIN 5-CALENDAR DAYS. The FSDO will forward the file to the Airmen Certification Branch, AFS-760.

(3) Do NOT issue FAA Form 8060-4.

(4) When the applicant passes the computer knowledge tests, the applicant may present the computerized test report(s) along with an original of FAA Form 8610-2 to the nearest FSDO or an appropriately rated DME. At that time, an FAA Form 8060-4 will be issued with the appropriate ratings. The applicant shall complete and sign the APPLICANT'S CERTIFICATION area. The APPLICANT'S CERTIFICATION area and the FAA INSPECTOR'S REPORT area are the only entries required. AFS-760 is aware of testing procedures for applicants under section 65.80. Give the applicant a machine copy of the original FAA Form 8610-2 (for use in case the certification file is lost).

(5) The typed original FAA Form 8060-4, the computerized test report(s), and the original of FAA Form 8610-2 will be forwarded to the supervising FSDO WITHIN 5-CALENDAR DAYS after completion of the file.

5-7. APPLICANTS UNDER 18 YEARS OF AGE.

An applicant who meets the requirements of 14 CFR part 65, except for 14 CFR part 65, section 65.71(a)(1), may take the aviation mechanic tests. However, the applicant shall be informed that if the tests are passed, the aviation mechanic certificate will not be issued until the applicant's 18th birthday. For applicants under 18 years of age:

a. Do NOT issue FAA Form 8060-4.

b. On the reverse side of FAA Form 8610-2, under the REMARKS area, put the following statement: The applicant is under 18 years of age. Temporary certificate was not issued. (See appendix 1, figure 1-8.)

c. Send one original of FAA Form 8610-2 to the supervising FSDO or IFO.

d. Give the applicant one original (completed and signed) of FAA Form 8610-2 and the computerized test report(s).

e. Instruct the applicant that upon reaching 18 years of age, the applicant may present his or her original of FAA Form 8610-2 and the computerized test reports(s), to the nearest FSDO or IFO or appropriately rated DME, whereupon an FAA Form 8060-4 will be issued with appropriate ratings.

f. When the applicant reaches 18 years of age and presents the appropriate documents, the inspector or DME shall forward the typed original FAA Form 8060-4; FAA Form 8610-2 after the applicant signs the APPLICANT'S CERTIFICATION area (this is the original that was returned to the applicant at the time certification testing was completed); and the computerized test report(s), to the supervising FSDO or IFO WITHIN 5-CALENDAR DAYS after completion of the file. The APPLICANT'S CERTIFICATION area and the FAA INSPECTOR'S REPORT area are the only entries required. AFS-760 is aware of testing procedures for applicants under 18 years of age. The inspector or DME shall make a copy of the completed FAA Form 8610-2 for the applicant's records.

5-8. WHEN THE APPLICANT FAILS. When the applicant has failed all or any part of the oral and practical tests:

a. Give a completed and signed original of FAA Form 8610-2 to the applicant. The form will serve as notification of the sections passed or failed, and the form shall be presented to a DME for retest. Explain to the applicant that the section(s) failed will have to be retaken in its entirety. (See paragraph 5-2.(c).) On the reverse side of the form, identify the following: (1) the knowledge (oral) element question(s) failed (utilize the computer-generated identifier assigned), and/or (2) the skill (practical) element project(s) failed (utilizing the unique identifier(s) developed from paragraph 5-1.f.), and/or (3) the Subject Area(s) not tested. These coded question elements and projects may be used for reference when FAA Form 8610-2 is presented for a retest. Inform the applicant he or she shall complete two more originals of FAA Form 8610-2 before taking any retest. They shall be presented with the original that was returned to them showing area(s) failed.

b. Return to the applicant:

- (1) The computerized test report(s).

(2) FAA Form 8610-2 (original) from all previously failed oral and practical tests.

c. Send the certification file to the supervising FSDO or IFO.

NOTE: Do NOT hold the file until retesting.

5-9. DISPOSITION OF FILES. DMEs shall carefully check FAA Form 8610-2 to ensure that all entries have been properly made. Have the applicant sign his or her copy of FAA Form 8060-4. Check the complete certification file before the applicant departs from the testing area.

a. Attachments. Check the boxes for each required attachment on the reverse side of FAA Form 8610-2. Record the number of documents in parenthesis following the attachment's name. (See appendix 1, figure 1-7.) The FAA cannot issue a permanent airman certificate unless all required documents are completed and on file to support the issuance of the certificate. Files without supporting information or required documents will be returned.

b. Files shall be forwarded to the supervising FSDO or IFO within 5-calendar days. The supervising FSDO or IFO will forward the files to: Airmen Certification Branch (AFS-760), P.O. Box 25082, Oklahoma City, OK 73125-4940.

c. The DME is encouraged to keep a copy of FAA Form 8610-2 for a record of oral and practical tests administered.

d. If the applicant passes, the DME shall provide the following:

- (1) To the supervising FSDO or IFO:
 - (a) One original FAA Form 8610-2.
 - (b) Original computerized test report.
 - (c) FAA Form 8060-4 (typed original).
 - (d) AC Form 8060-1 superseded if test is for added rating.
 - (e) If retest, statement complying with 14 CFR part 65, section 65.19(b), if retest is within 30 days of previous test.

(f) Test Planning sheets.

(2) To the applicant:

(a) FAA Form 8060-4 (duplicate) if the supervising FSDO or IFO has authorized the DME to issue FAA Form 8060-4.

(b) Original FAA Form 8610-2 (second copy).

e. If the applicant fails, the DME shall provide the following:

(1) To the supervising FSDO or IFO:

(a) One original FAA Form 8610-2.

(b) If retest, statement complying with section 65.19(b), if retest is within 30 days of previous test.

(c) Test planning sheet.

(2) To the applicant:

(a) One original FAA Form 8610-2.

(b) Computerized test report(s).

(c) If retest, FAA Form 8610-2 (original) from previously failed test(s).

f. See the appropriate paragraphs of this order for handling of files for applicants who are under 18 years of age (paragraph 5-7) or who take the oral and practical tests before the computer knowledge tests under the provisions of section 65.80 and paragraph 5-6e of this order.

5-10. ISSUANCE OF FAA FORM 8060-4 BY A DME WHEN ORAL AND PRACTICAL TESTS ARE NOT ADMINISTERED.

a. A new FAA Form 8610-2 is not required in the following instance:

(1) The applicant was under 18 years of age when the required tests were passed. (See section 65.71(a)(1).)

(2) The applicant passed the oral and practical tests prior to taking the computer knowledge tests. (See section 65.80.)

b. When an applicant requests an airman certificate based on passing the tests under any of the conditions listed in paragraph 5-10.a., carefully determine that the required tests were passed during a 24-calendar month period. (See 14 CFR part 65, section 65.71(a)(3).)

c. Require the applicant to complete the APPLICANT'S CERTIFICATION area on the reverse side of FAA Form 8610-2 following the DME's report.

The APPLICANT'S CERTIFICATION area is used to verify that the applicant still meets the conditions and requirements of sections 65.11 and 65.12.

d. The inspector or DME issuing FAA Form 8060-4 and submitting the file should NOT make any entries ABOVE the DME's signature on the reverse side of FAA Form 8610-2 (with the exception of the REMARKS area). At this time, make the applicant a machine copy (for use in case the certification file is lost).

e. If the applicant MEETS 14 CFR part 65, section 65.71 for the certificate requested, the DME shall provide the following:

(1) To the supervising FSDO or IFO:

(a) FAA Form 8610-2.

(b) Computerized test report(s).

(c) FAA Form 8060-4 (typed original).

(2) To the applicant:

(a) FAA Form 8060-4 (duplicate).

(b) A machine copy of the original FAA Form 8610-2 (for use in case the certification file is lost).

NOTE: Paragraph 5-10e would be used for section 65.80 and applicants tested prior to 18 years of age.

5-11. RECONSTRUCTION OF A LOST CERTIFICATION FILE.

a. A copy of the original FAA Form 8610-2 and FAA Form 8060-4 with signature on both forms is required. If no copy exists, the information that appeared on the original application shall be provided on a new FAA Form 8610-2 and FAA Form 8060-4 complete with signatures (applicant, DME, and inspector).

b. AFS-760 will furnish the duplicate test report(s) provided they are furnished with the approximate date(s) of the computer knowledge test(s).

c. In the upper right-hand block of FAA Form 8610-2 the wording "RECONSTRUCTED FILE" shall appear in RED ink.

d. All information regarding the certification file shall be forwarded through the FSDO or IFO to: FAA; ATTN: Airmen Certification Branch (AFS-760); P.O. Box 25082; Oklahoma City, OK 73125-4940.

APPENDIX 1. EXAMPLE FORMS

FIGURE 1-1. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION
TYPE OR PRINT ALL ENTRIES IN INK Form Approved OMB No. 2120-0022

U.S. Department of Transportation Federal Aviation Administration		AIRMAN CERTIFICATE AND/OR RATING APPLICATION			
☒ MECHANIC ☐ REPAIRMAN ☐ PARACHUTE RIGGER ☒ AIRFRAME ☐ SENIOR ☐ MASTER ☐ POWERPLANT ☐ SEAT ☐ CHEST ☐ BACK ☐ LAP		(Specify Rating)			
APPLICATION FOR: ☒ ORIGINAL ISSUANCE ☐ ADDED RATING					
I. APPLICANT INFORMATION	A. NAME (First, Middle, Last) Samuel William Smith			K. PERMANENT MAILING ADDRESS 2746 N. Boulevard NUMBER AND STREET, P.O. BOX, ETC. Springfield	
	B. SOCIAL SECURITY NO. 555-55-5555		C. D.O.B. (Mo., Day, Yr.) 06/06/1965		D. HEIGHT 69 IN
	E. WEIGHT 170		F. HAIR Brown		G. EYES Hazel
	H. SEX M		I. NATIONALITY (Citizenship) U.S.		J. PLACE OF BIRTH Buffalo, New York
	L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? ☒ NO ☐ YES (If "Yes," explain on an attached sheet keying to appropriate item number)			M. DO YOU NOW OR HAVE YOU EVER HELD AND FAA AIRMAN CERTIFICATE? ☒ NO ☐ YES ✓ SPECIFY TYPE:	
N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? ☒ NO ☐ YES → 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. APPLICANTS OTHER THAN FAA CERTIFIED SCHOOL GRADUATES, LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet, if more space is needed).				
	DATES - MONTH AND YEAR		EMPLOYER AND LOCATION		TYPE WORK PERFORMED
	FROM	TO			
	08/10/1990	05/25/2005	Brown Flying Service Arlington, Virginia		Worked as a mechanic helper doing maintenance, repair, and alterations on Cessna, Piper, and Beech single and light-twin aircraft.
C. PARACHUTE RIGGER APPLICANTS: INDICATE BY TYPE HOW MANY PARACHUTES PACKED					
		SEAT	CHEST	BACK	LAP
		FOR MASTER RATING ONLY		PACKED AS A - ☐ SENIOR RIGGER ☐ MILITARY RIGGER	
IV. APPLICANTS CERTIFICATION		I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE			
A. SIGNATURE Samuel W. Smith		B. DATE 05/25/2005			
V. I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS.		DATE 05/25/2005		INSPECTOR'S SIGNATURE John B. Jones	
				FAA DISTRICT OFFICE ABQ-FSDO-01	
FOR FAA USE ONLY					
Emp.	reg	D.O.	sea	con	iss
Act	Jaw	TR	sh	Src	#ite
Rating (1)		Rating (2)		Rating (3)	
Rating (4)					
LIMITATIONS					

FIGURE 1-2. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION
(Applicant cannot list all experience required in Block III.)

U.S. Department of Transportation Federal Aviation Administration															Form Approved OMB No. 2120-0022																													
AIRMAN CERTIFICATE AND/OR RATING APPLICATION																																												
☒ MECHANIC ☐ REPAIRMAN ☐ PARACHUTE RIGGER ☒ AIRFRAME ☐ SENIOR ☐ MASTER ☒ POWERPLANT ☐ SEAT ☐ CHEST ☐ BACK ☐ LAP																																												
(Specify Rating)																																												
APPLICATION FOR: ☒ ORIGINAL ISSUANCE ☐ ADDED RATING																																												
I. APPLICANT INFORMATION	A. NAME (First, Middle, Last) Samuel W. Smith															K. PERMANENT MAILING ADDRESS																												
	B. SOCIAL SECURITY NO. 555-55-5555					C. D.O.B. (Mo., Day, Yr.) 06/06/1965					D. HEIGHT 69 IN					E. WEIGHT 170					2746 N. Boulevard																							
	F. HAIR Brown					G. EYES Hazel					H. SEX M					I. NATIONALITY (Citizenship) U.S.					NUMBER AND STREET, P.O. BOX, ETC. Springfield																							
	J. PLACE OF BIRTH Buffalo, New York															CITY Virginia																												
																STATE 22003-7777																												
																ZIP CODE																												
L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? ☒ NO ☐ YES (If "Yes," explain on an attached sheet keying to appropriate item number)															M. DO YOU NOW OR HAVE YOU EVER HELD AND FAA AIRMAN CERTIFICATE? ☒ NO ☐ YES																													
N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? ☒ NO ☐ YES															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.													
	A. MILITARY COMPETENCE OBTAINED IN															(1) SERVICE U.S. Army					(2) RANK OR PAY LEVEL Sgt.					(3) MILITARY SPECIALTY CODE 68B2Z1																		
III. RECORD OF EXPERIENCE	B. APPLICANTS OTHER THAN FAA CERTIFIED SCHOOL GRADUATES, LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet, if more space is needed).																																											
	DATES - MONTH AND YEAR					EMPLOYER AND LOCATION										TYPE WORK PERFORMED																												
	FROM TO																																											
	08/10/1990 05/25/2005					Brown Flying Service Arlington, Virginia										(See attached sheet for type of work performed.)																												
	07/03/1989 06/20/1990					U.S. Army Fort Sill, Oklahoma																																						
C. PARACHUTE RIGGER APPLICANTS: INDICATE BY TYPE HOW MANY PARACHUTES PACKED															SEAT					CHEST					BACK					LAP					FOR MASTER RATING ONLY					PACKED AS A - ☐ SENIOR RIGGER ☐ MILITARY RIGGER				
IV. APPLICANTS CERTIFICATION															I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE																													
															A. SIGNATURE Samuel W. Smith										B. DATE 05/25/2005																			
V. I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS.															DATE 05/25/2005					INSPECTOR'S SIGNATURE John B. Jones					FAA DISTRICT OFFICE ABQ-FSDO-01																			
FOR FAA USE ONLY																																												
Emp.	Reg.	D.O.	Sea	Con	Iss.	Act	Inv	TR	S.H.	Src	#Re	Rating (1)					Rating (2)					Rating (3)					Rating (4)																	
LIMITATIONS																																												

**FIGURE 1-2A. ATTACHMENT FOR FAA FORM 8610-2, AIRMAN CERTIFICATE
AND/OR RATING APPLICATION**
(Applicant cannot list all experience required in Block III.)

**ATTACHMENT FOR APPLICATION OF
SAMUEL W. SMITH
DATED 05-25-2005**

SSN: 444-28-6077

Date of Birth: 06-06-1965

For Brown Flying Service:

Worked as a mechanic helper doing aircraft maintenance, repair, and alteration on Cessna, Piper, and Beech single and light-twin engine aircraft.

For U.S. Army:

Removed and replaced reciprocating engines on light observation fixed-wing airplanes. Accomplished troubleshooting, inspection, repair, and run-up check after maintenance. Removed and replaced reciprocating engine components (cylinders, magnetos, carburetors, starters, generators, etc.) on small engines. Accomplished run-up and preflight inspection. Accomplished "heavy" checks (similar in scope to civil 100-hour inspections).

Samuel W. Smith

Samuel W. Smith

TYPE OR PRINT ALL ENTRIES IN INK

FAA Form 8610-2 (2-85) SUPERSEDES PREVIOUS EDITION

FIGURE 1-4. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION
(Applicant is authorized to take the oral and practical tests before the computer knowledge test.)

U.S. Department of Transportation Federal Aviation Administration															TYPE OR PRINT ALL ENTRIES IN INK										Form Approved OMB No. 2120-0022																				
AIRMAN CERTIFICATE AND/OR RATING APPLICATION																																													
☒ MECHANIC ☒ AIRFRAME ☒ POWERPLANT															☐ REPAIRMAN										☐ PARACHUTE RIGGER ☐ SENIOR ☐ MASTER ☐ SEAT ☐ CHEST ☐ BACK ☐ LAP																				
(Specify Rating)																																													
APPLICATION FOR: ☒ ORIGINAL ISSUANCE ☐ ADDED RATING																																													
I. APPLICANT INFORMATION	A. NAME (First, Middle, Last) Samuel William Smith														K. PERMANENT MAILING ADDRESS 2746 Boulevard NUMBER AND STREET, P.O. BOX, ETC. Springfield CITY Virginia 22003-7777 STATE ZIP CODE																														
	B. SOCIAL SECURITY NO. 555-55-5555										C. D.O.B. (Mo., Day, Yr.) 06/06/1965					D. HEIGHT 69 IN					E. WEIGHT 170																								
	F. HAIR Brown					G. EYES Hazel					H. SEX M					I. NATIONALITY (Citizenship) U.S.																													
	J. PLACE OF BIRTH Buffalo, New York																																												
	L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? ☒ NO ☐ YES (If "Yes," explain on an attached sheet keying to appropriate item number)																														M. DO YOU NOW OR HAVE YOU EVER HELD AND FAA AIRMAN CERTIFICATE? ☒ NO ☐ YES														
N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? ☒ NO ☐ YES																																													
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 Aviation Mechanic School Reading, Pennsylvania (2) SCHOOL NO. APST011Z (3) CURRICULUM FROM WHICH GRADUATED Airframe and Powerplant (4) DATE 09/15/2005																																		
	☒ E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL PRACTICAL TEST (FAR 65.80)																				(1) SCHOOL NAME Aviation Mechanic NO. APST011Z (2) SCHOOL OFFICIAL'S SIGNATURE Thomas Wood																								
	☒ F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80)										(1) DATE AUTH. 08/14/2005					(2) DATE AUTH. EXPIRES 09/15/2005					(3) FAA INSPECTOR SIGNATURE Edwin Jenks					(4) FAA DIST. OFF. CRW-FSDO-09																			
	A. MILITARY COMPETENCE OBTAINED IN										(1) SERVICE										(2) RANK OR PAY LEVEL										(3) MILITARY SPECIALTY CODE														
III. RECORD OF EXPERIENCE	B. APPLICANTS OTHER THAN FAA CERTIFIED SCHOOL GRADUATES, LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet, if more space is needed).																																												
	DATES - MONTH AND YEAR										EMPLOYER AND LOCATION															TYPE WORK PERFORMED																			
	FROM					TO																																							
IV. APPLICANTS CERTIFICATION	I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS.										I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE A. SIGNATURE Samuel W. Smith Samuel W. Smith										B. DATE 08/13/2005																								
	DATE										INSPECTOR'S SIGNATURE										FAA DISTRICT OFFICE																								
FOR FAA USE ONLY																																													
Emp. reg. D.O. seal con iss. Act. lev. TR. s.h. Src. #rte Rating (1) Rating (2) Rating (3) Rating (4)																																													
LIMITATIONS																																													

FAA Form 8610-2 (2-85) SUPERSEDES PREVIOUS EDITION

U.S.G.P.O.: 1993-769-012/80055

Appendix 1

FIGURE 1-5. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION (REVERSE SIDE)

(Typical entries for oral and practical tests administered by a DME. All sections passed. Application approved.)

Results of Oral and Practical Tests									
MECHANIC									
1. GENERAL - Airframe and Powerplant									
ORAL TEST	PASS	☒	EXPIRATION DATE:	05/31/2007	FAIL	☐			
QUES. NO.									
PRACTICAL TEST	PASS	☒	EXPIRATION DATE:	05/31/2007	FAIL	☐			
PROJ. NO.									
II. AIRFRAME STRUCTURES									
ORAL TEST	PASS	☒	EXPIRATION DATE:	05/31/2007	FAIL	☐			
QUES. NO.									
PRACTICAL TEST	PASS	☒	EXPIRATION DATE:	05/31/2007	FAIL	☐			
PROJ. NO.									
III. AIRFRAME SYSTEMS AND COMPONENTS									
ORAL TEST	PASS	☒	EXPIRATION DATE:	05/31/2007	FAIL	☐			
QUES. NO.									
PRACTICAL TEST	PASS	☒	EXPIRATION DATE:	05/31/2007	FAIL	☐			
PROJ. NO.									
IV. POWERPLANT THEORY AND MAINTENANCE									
ORAL TEST	PASS	☒	EXPIRATION DATE:	05/31/2007	FAIL	☐			
QUES. NO.									
PRACTICAL TEST	PASS	☒	EXPIRATION DATE:	05/31/2007	FAIL	☐			
PROJ. NO.									
V. POWERPLANT SYSTEMS AND COMPONENTS									
ORAL TEST	PASS	☒	EXPIRATION DATE:	05/31/2007	FAIL	☐			
QUES. NO.									
PRACTICAL TEST	PASS	☒	EXPIRATION DATE:	05/31/2007	FAIL	☐			
PROJ. NO.									
DESIGNATED EXAMINER'S REPORT									
I have personally tested this applicant in accordance with pertinent procedures and standards, and									
I HAVE INDICATED THE RESULT AS:									
☒ APPROVED (Temporary Certificate Issued) ☐ APPROVED (Temporary Certificate NOT Issued) ☐ DISAPPROVED ☐ FAR 65. 80 - ORAL / PRACTICAL PASSED									
ATTACHMENTS:									
☒ REPORT OF WRITTEN TEST (3) ☐ SUPERSEDED CERTIFICATE ☐ LETTER ☒ FAA FORM 8610-2 (1) ☒ TEMPORARY CERTIFICATE (1) ☐ SEAL SYMBOL CARD									
DATE TEST COMPLETED			EXAMINER'S SIGNATURE				DESIGNATION NO.		
05/20/2005			John B. Jones <i>John B. Jones</i>				450369741		
APPLICANT CERTIFICATION									
THIS BLOCK MUST BE COMPLETED BY THE APPLICANT AT THE TIME OF ISSUANCE OF TEMPORARY CERTIFICATE (FAA FORM 8060-4)									
A. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? ☒ NO ☐ Yes If "Yes," explain on an attached sheet.									
B. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? ☒ NO ☐ YES → DATE OF FINAL CONVICTION									
I CERTIFY THAT THE STATEMENTS MADE BY ME ARE TRUE.									
A. SIGNATURE Carl Simmering <i>Carl Simmering</i>					B. DATE 05/20/2005				
FAA INSPECTOR'S REPORT									
I HAVE -									
☒ EXAMINED THIS APPLICANT'S PAPERS WITH THE INDICATED RESULT - ☐ APPROVED PARACHUTE SEAL SYMBOL ASSIGNED _____ ☐ PERSONALLY TESTED THIS APPLICANT IN ACCORDANCE WITH PERTINENT PROCEDURES AND STANDARDS ☐ DISAPPROVED ☐ ANSWER SHEET GRADED (Military Competency)									
DATE			INSPECTOR'S SIGNATURE				FAA DISTRICT OFFICE		
05/30/2005			I. M. Inspector <i>I.M. Inspector</i>				LAX-FSDO-23		

Telephone (999) 999-9999

Oklahoma Driver License #444883333

FIGURE 1-6. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION (REVERSE SIDE)

(Typical entries for oral and practical tests administered by a DME. Applicant failed Section IV. Application disapproved.)

Results of Oral and Practical Tests														
MECHANIC														
1. GENERAL - Airframe and Powerplant														
ORAL TEST		PASS		☒		EXPIRATION DATE: 08/31/2007		FAIL		☐				
PRACTICAL TEST		PASS		☒		EXPIRATION DATE: 08/31/2007		FAIL		☐				
QUES. NO.														
PROJ. NO.														
II. AIRFRAME STRUCTURES														
ORAL TEST		PASS		☐		EXPIRATION DATE:		FAIL		☐				
PRACTICAL TEST		PASS		☐		EXPIRATION DATE:		FAIL		☐				
QUES. NO.														
PROJ. NO.														
III. AIRFRAME SYSTEMS AND COMPONENTS														
ORAL TEST		PASS		☐		EXPIRATION DATE:		FAIL		☐				
PRACTICAL TEST		PASS		☐		EXPIRATION DATE:		FAIL		☐				
QUES. NO.														
PROJ. NO.														
IV. POWERPLANT THEORY AND MAINTENANCE														
ORAL TEST		PASS		☐		EXPIRATION DATE:		FAIL		☒				
PRACTICAL TEST		PASS		☐		EXPIRATION DATE:		FAIL		☒				
QUES. NO.		Ac1		Ac3		Bc1		Bf1		Bf2				
PROJ. NO.		Ba1												
V. POWERPLANT SYSTEMS AND COMPONENTS														
ORAL TEST		PASS		☒		EXPIRATION DATE: 08/31/2007		FAIL		☐				
PRACTICAL TEST		PASS		☒		EXPIRATION DATE: 08/31/2007		FAIL		☐				
QUES. NO.														
PROJ. NO.														
DESIGNATED EXAMINER'S REPORT														
I have personally tested this applicant in accordance with pertinent procedures and standards, and														
I HAVE INDICATED THE RESULT AS:														
☐ APPROVED (Temporary Certificate Issued) ☐ APPROVED (Temporary Certificate NOT Issued) ☒ DISAPPROVED ☐ FAR 65. 80 - ORAL / PRACTICAL PASSED														
ATTACHMENTS:														
☐ REPORT OF WRITTEN TEST ☐ SUPERSEDED CERTIFICATE ☐ LETTER ☒ FAA FORM 8610-2 (1) ☐ TEMPORARY CERTIFICATE ☐ SEAL SYMBOL CARD														
DATE TEST COMPLETED 08/20/2005					EXAMINER'S SIGNATURE John B. Jones					DESIGNATION NO. 450369741				
APPLICANT CERTIFICATION														
THIS BLOCK MUST BE COMPLETED BY THE APPLICANT AT THE TIME OF ISSUANCE OF TEMPORARY CERTIFICATE (FAA FORM 8060-4)														
A. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? ☐ NO ☐ Yes If "Yes," explain on an attached sheet.														
B. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? ☐ NO ☐ YES → DATE OF FINAL CONVICTION														
I CERTIFY THAT THE STATEMENTS MADE BY ME ARE TRUE.														
A. SIGNATURE										B. DATE				
FAA INSPECTOR'S REPORT														
I HAVE -														
☒ EXAMINED THIS APPLICANTS PAPERS WITH THE INDICATED RESULT - ☐ APPROVED PARACHUTE SEAL SYMBOL ASSIGNED _____ ☐ PERSONALLY TESTED THIS APPLICANT IN ACCORDANCE WITH PERTINENT PROCEDURES AND STANDARDS ☐ DISAPPROVED ☐ ANSWER SHEET GRADED (Military Competency)														
DATE 08/29/2005					INSPECTOR'S SIGNATURE I. M. Inspector					FAA DISTRICT OFFICE LAX-FSDO-23				

PARACHUTE RIGGER			
TYPE	SEAT	PASS ☐	FAIL ☐
	BACK	PASS ☐	FAIL ☐
	CHEST	PASS ☐	FAIL ☐
	LAP	PASS ☐	FAIL ☐
		PASS ☐	FAIL ☐

REMARKS

Oklahoma Driver License #111223333

SUBJECTS FAILED:

Section IV PP Theory and Maintenance.

A. Reciprocating Engines.

B. Turbine Engines.

SUBJECTS NOT TESTED:

C. Engine Inspection.

Appendix 1

FIGURE 1-6A. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION (REVERSE SIDE)

(Typical entries for oral and practical tests administered by a DME using PTS booklets. In this pass/fail example, the applicant passes powerplant and fails airframe. Application for the powerplant rating is approved, but the airframe rating is disapproved.)

Results of Oral and Practical Tests														
MECHANIC														
1. GENERAL - Airframe and Powerplant														
ORAL TEST		PASS			☒			EXPIRATION DATE: 08/31/2007		FAIL		☐		
QUES. NO.														
PRACTICAL TEST		PASS			☒			EXPIRATION DATE: 08/31/2007		FAIL		☐		
PROJ. NO.														
II. AIRFRAME STRUCTURES														
ORAL TEST		PASS			☐			EXPIRATION DATE:		FAIL		☒		
QUES. NO.		D12	D11	D12	D16									
PRACTICAL TEST		PASS			☒			EXPIRATION DATE: 08/31/2007		FAIL		☐		
PROJ. NO.														
III. AIRFRAME SYSTEMS AND COMPONENTS														
ORAL TEST		PASS			☒			EXPIRATION DATE: 08/31/2007		FAIL		☐		
QUES. NO.														
PRACTICAL TEST		PASS			☐			EXPIRATION DATE:		FAIL		☒		
PROJ. NO.		Q2a												
IV. POWERPLANT THEORY AND MAINTENANCE														
ORAL TEST		PASS			☒			EXPIRATION DATE: 08/31/2007		FAIL		☐		
QUES. NO.														
PRACTICAL TEST		PASS			☒			EXPIRATION DATE: 08/31/2007		FAIL		☐		
PROJ. NO.														
V. POWERPLANT SYSTEMS AND COMPONENTS														
ORAL TEST		PASS			☒			EXPIRATION DATE: 08/31/2007		FAIL		☐		
QUES. NO.														
PRACTICAL TEST		PASS			☒			EXPIRATION DATE: 08/31/2007		FAIL		☐		
PROJ. NO.														
DESIGNATED EXAMINER'S REPORT														
I have personally tested this applicant in accordance with pertinent procedures and standards, and														
I HAVE INDICATED THE RESULT AS: ☒ APPROVED (Temporary Certificate Issued) ☐ APPROVED (Temporary Certificate NOT Issued)														
☒ DISAPPROVED ☐ FAR 65. 80 - ORAL / PRACTICAL PASSED														
ATTACHMENTS:		☒ REPORT OF WRITTEN TEST (2)			☐ SUPERSEDED CERTIFICATE			☐ LETTER						
		☒ FAA FORM 8610-2 (1)			☒ TEMPORARY CERTIFICATE (1)			☐ SEAL SYMBOL CARD						
DATE TEST COMPLETED 08/04/2005					EXAMINER'S SIGNATURE William P. Denney <i>William P. Denney</i>					DESIGNATION NO. 405954422				
APPLICANT CERTIFICATION														
THIS BLOCK MUST BE COMPLETED BY THE APPLICANT AT THE TIME OF ISSUANCE OF TEMPORARY CERTIFICATE (FAA FORM 8060-4)														
A. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? ☒ NO ☐ Yes If "Yes," explain on an attached sheet.														
B. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? ☒ NO ☐ YES → DATE OF FINAL CONVICTION														
I CERTIFY THAT THE STATEMENTS MADE BY ME ARE TRUE.														
A. SIGNATURE Vestal W. Blackwood <i>Vestal W. Blackwood</i>										B. DATE 08/04/2005				
FAA INSPECTOR'S REPORT														
I HAVE -					WITH THE INDICATED RESULT -					PARACHUTE SEAL SYMBOL ASSIGNED				
☒ EXAMINED THIS APPLICANT'S PAPERS					☐ APPROVED									
☐ PERSONALLY TESTED THIS APPLICANT IN ACCORDANCE WITH PERTINENT PROCEDURES AND STANDARDS					☐ DISAPPROVED					☐ ANSWER SHEET GRADED (Military Competency)				
DATE 08/08/2005					INSPECTOR'S SIGNATURE Ima D. Inspector <i>Ima D. Inspector</i>					FAA DISTRICT OFFICE OKC-FSDO-15				

PARACHUTE RIGGER			
TYPE	SEAT	PASS ☐	FAIL ☐
	BACK	PASS ☐	FAIL ☐
	CHEST	PASS ☐	FAIL ☐
	LAP	PASS ☐	FAIL ☐
		PASS ☐	FAIL ☐

REMARKS

Oklahoma Driver License #1151160

Telephone: (999) 999-9999

SUBJECTS FAILED:

Section II AF Structures.

D. Sheet Metal & Non-Metallic Structures.

Section III AF Systems & Components.

Q. Aircraft Electrical Systems (Core-Comp Failed).

FIGURE 1-7. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION (REVERSE SIDE)

(Typical entries for oral and practical tests administered by a DME. Credit shown for previously passed GENERAL section.)

Results of Oral and Practical Tests									
MECHANIC									
1. GENERAL - Airframe and Powerplant									
ORAL TEST	PASS	☐	EXPIRATION DATE:	FAIL	☐				
QUES. NO.									
PRACTICAL TEST	PASS	☐	EXPIRATION DATE:	FAIL	☐				
PROJ. NO.									
II. AIRFRAME STRUCTURES									
ORAL TEST	PASS	☐	EXPIRATION DATE:	FAIL	☐				
QUES. NO.									
PRACTICAL TEST	PASS	☐	EXPIRATION DATE:	FAIL	☐				
PROJ. NO.									
III. AIRFRAME SYSTEMS AND COMPONENTS									
ORAL TEST	PASS	☐	EXPIRATION DATE:	FAIL	☐				
QUES. NO.									
PRACTICAL TEST	PASS	☐	EXPIRATION DATE:	FAIL	☐				
PROJ. NO.									
IV. POWERPLANT THEORY AND MAINTENANCE									
ORAL TEST	PASS	☒	EXPIRATION DATE: 08/31/2007	FAIL	☐				
QUES. NO.									
PRACTICAL TEST	PASS	☒	EXPIRATION DATE: 08/31/2007	FAIL	☐				
PROJ. NO.									
V. POWERPLANT SYSTEMS AND COMPONENTS									
ORAL TEST	PASS	☒	EXPIRATION DATE: 08/31/2007	FAIL	☐				
QUES. NO.									
PRACTICAL TEST	PASS	☒	EXPIRATION DATE: 08/31/2007	FAIL	☐				
PROJ. NO.									
PARACHUTE RIGGER									
TYPE	SEAT	PASS	☐	FAIL	☐				
	BACK	PASS	☐	FAIL	☐				
	CHEST	PASS	☐	FAIL	☐				
	LAP	PASS	☐	FAIL	☐				
REMARKS									
Oklahoma Driver License #111557777									
Telephone: (999) 999-9999									
General section not tested.									
Applicant has an airframe certificate.									
DESIGNATED EXAMINER'S REPORT									
I have personally tested this applicant in accordance with pertinent procedures and standards, and									
I HAVE INDICATED THE RESULT AS:									
☒ APPROVED (Temporary Certificate Issued) ☐ APPROVED (Temporary Certificate NOT Issued) ☐ DISAPPROVED ☐ FAR 65. 80 - ORAL / PRACTICAL PASSED									
ATTACHMENTS: ☒ REPORT OF WRITTEN TEST (1) ☒ SUPERSEDED CERTIFICATE (1) ☐ LETTER ☒ FAA FORM 8610-2 (1) ☒ TEMPORARY CERTIFICATE (1) ☐ SEAL SYMBOL CARD									
DATE TEST COMPLETED 08/20/2005			EXAMINER'S SIGNATURE John B. Jones <i>John B. Jones</i>				DESIGNATION NO. 333887777		
APPLICANT CERTIFICATION									
THIS BLOCK MUST BE COMPLETED BY THE APPLICANT AT THE TIME OF ISSUANCE OF TEMPORARY CERTIFICATE (FAA FORM 8060-4)									
A. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? ☒ NO ☐ Yes If "Yes," explain on an attached sheet.									
B. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? ☒ NO ☐ YES → DATE OF FINAL CONVICTION									
I CERTIFY THAT THE STATEMENTS MADE BY ME ARE TRUE.									
A. SIGNATURE Carl Simmering <i>Carl Simmering</i>					B. DATE 08/20/2005				
FAA INSPECTOR'S REPORT									
I HAVE -									
☒ EXAMINED THIS APPLICANT'S PAPERS WITH THE INDICATED RESULT - ☐ APPROVED PARACHUTE SEAL SYMBOL ASSIGNED _____ ☐ PERSONALLY TESTED THIS APPLICANT IN ACCORDANCE WITH PERTINENT PROCEDURES AND STANDARDS ☐ DISAPPROVED ☐ ANSWER SHEET GRADED (Military Competency)									
DATE 08/30/2005		INSPECTOR'S SIGNATURE I. M. Inspector <i>I. M. Inspector</i>				FAA DISTRICT OFFICE JAX-FSDO-16			

Appendix 1

FIGURE 1-8. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION (REVERSE SIDE)

(Typical entries when applicant is under 18 years of age.)

Results of Oral and Practical Tests									
MECHANIC									
1. GENERAL - Airframe and Powerplant									
ORAL TEST	PASS	☒	EXPIRATION DATE: 10/31/2007	FAIL	☐				
QUES. NO.									
PRACTICAL TEST	PASS	☒	EXPIRATION DATE: 10/31/2007	FAIL	☐				
PROJ. NO.									
II. AIRFRAME STRUCTURES									
ORAL TEST	PASS	☒	EXPIRATION DATE: 10/31/2007	FAIL	☐				
QUES. NO.									
PRACTICAL TEST	PASS	☒	EXPIRATION DATE: 10/31/2007	FAIL	☐				
PROJ. NO.									
III. AIRFRAME SYSTEMS AND COMPONENTS									
ORAL TEST	PASS	☒	EXPIRATION DATE: 10/31/2007	FAIL	☐				
QUES. NO.									
PRACTICAL TEST	PASS	☒	EXPIRATION DATE: 10/31/2007	FAIL	☐				
PROJ. NO.									
IV. POWERPLANT THEORY AND MAINTENANCE									
ORAL TEST	PASS	☐	EXPIRATION DATE:	FAIL	☐				
QUES. NO.									
PRACTICAL TEST	PASS	☐	EXPIRATION DATE:	FAIL	☐				
PROJ. NO.									
V. POWERPLANT SYSTEMS AND COMPONENTS									
ORAL TEST	PASS	☐	EXPIRATION DATE:	FAIL	☐				
QUES. NO.									
PRACTICAL TEST	PASS	☐	EXPIRATION DATE:	FAIL	☐				
PROJ. NO.									
DESIGNATED EXAMINER'S REPORT									
I have personally tested this applicant in accordance with pertinent procedures and standards, and									
I HAVE INDICATED THE RESULT AS:									
☐ APPROVED (Temporary Certificate Issued) ☒ APPROVED (Temporary Certificate NOT Issued) ☐ DISAPPROVED ☐ FAR 65. 80 - ORAL / PRACTICAL PASSED									
ATTACHMENTS: ☐ REPORT OF WRITTEN TEST ☐ SUPERSEDED CERTIFICATE ☐ LETTER ☒ FAA FORM 8610-2 (1) ☐ TEMPORARY CERTIFICATE ☐ SEAL SYMBOL CARD									
DATE TEST COMPLETED 10/12/2005			EXAMINER'S SIGNATURE John B. Jones <i>John B. Jones</i>				DESIGNATION NO. 450369741		
APPLICANT CERTIFICATION									
THIS BLOCK MUST BE COMPLETED BY THE APPLICANT AT THE TIME OF ISSUANCE OF TEMPORARY CERTIFICATE (FAA FORM 8060-4)									
A. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? ☐ NO ☐ Yes If "Yes," explain on an attached sheet.									
B. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? ☐ NO ☐ YES → DATE OF FINAL CONVICTION									
I CERTIFY THAT THE STATEMENTS MADE BY ME ARE TRUE.									
A. SIGNATURE					B. DATE				
FAA INSPECTOR'S REPORT									
I HAVE -									
☒ EXAMINED THIS APPLICANT'S PAPERS									
☐ PERSONALLY TESTED THIS APPLICANT IN ACCORDANCE WITH PERTINENT PROCEDURES AND STANDARDS									
WITH THE INDICATED RESULT -									
☐ APPROVED									
☐ DISAPPROVED									
PARACHUTE SEAL SYMBOL ASSIGNED									
☐ ANSWER SHEET GRADED (Military Competency)									
DATE 10/17/2005			INSPECTOR'S SIGNATURE I. M. Inspector <i>I. M. Inspector</i>				FAA DISTRICT OFFICE JAX-FSDO-16		

PARACHUTE RIGGER			
TYPE	SEAT	PASS ☐	FAIL ☐
	BACK	PASS ☐	FAIL ☐
	CHEST	PASS ☐	FAIL ☐
	LAP	PASS ☐	FAIL ☐
		PASS ☐	FAIL ☐

REMARKS

Oklahoma Driver License #000223333

The applicant is not 18 years of age.

Temporary certificate was not issued.

FIGURE 1-8A. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION (REVERSE SIDE)

(Typical entries when applicant is testing under CFR 65.80.)

Results of Oral and Practical Tests									
MECHANIC									
1. GENERAL - Airframe and Powerplant									
ORAL TEST	PASS	☒	EXPIRATION DATE:	08/31/2007	FAIL	☐			
QUES. NO.									
PRACTICAL TEST	PASS	☒	EXPIRATION DATE:	08/31/2007	FAIL	☐			
PROJ. NO.									
II. AIRFRAME STRUCTURES									
ORAL TEST	PASS	☒	EXPIRATION DATE:	08/31/2007	FAIL	☐			
QUES. NO.									
PRACTICAL TEST	PASS	☒	EXPIRATION DATE:	08/31/2007	FAIL	☐			
PROJ. NO.									
III. AIRFRAME SYSTEMS AND COMPONENTS									
ORAL TEST	PASS	☒	EXPIRATION DATE:	08/31/2007	FAIL	☐			
QUES. NO.									
PRACTICAL TEST	PASS	☒	EXPIRATION DATE:	08/31/2007	FAIL	☐			
PROJ. NO.									
IV. POWERPLANT THEORY AND MAINTENANCE									
ORAL TEST	PASS	☐	EXPIRATION DATE:		FAIL	☐			
QUES. NO.									
PRACTICAL TEST	PASS	☐	EXPIRATION DATE:		FAIL	☐			
PROJ. NO.									
V. POWERPLANT SYSTEMS AND COMPONENTS									
ORAL TEST	PASS	☐	EXPIRATION DATE:		FAIL	☐			
QUES. NO.									
PRACTICAL TEST	PASS	☐	EXPIRATION DATE:		FAIL	☐			
PROJ. NO.									
DESIGNATED EXAMINER'S REPORT									
I have personally tested this applicant in accordance with pertinent procedures and standards, and									
I HAVE INDICATED THE RESULT AS:									
☐ APPROVED (Temporary Certificate Issued) ☒ APPROVED (Temporary Certificate NOT Issued) ☐ DISAPPROVED ☒ FAR 65.80 - ORAL / PRACTICAL PASSED									
ATTACHMENTS:									
☐ REPORT OF WRITTEN TEST ☐ SUPERSEDED CERTIFICATE ☐ LETTER ☒ FAA FORM 8610-2 (I) ☐ TEMPORARY CERTIFICATE ☐ SEAL SYMBOL CARD									
DATE TEST COMPLETED			EXAMINER'S SIGNATURE				DESIGNATION NO.		
08/04/2005			William P. Denney <i>William P. Denney</i>				405954422		
APPLICANT CERTIFICATION									
THIS BLOCK MUST BE COMPLETED BY THE APPLICANT AT THE TIME OF ISSUANCE OF TEMPORARY CERTIFICATE (FAA FORM 8060-4)									
A. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? ☐ NO ☐ Yes If "Yes," explain on an attached sheet.									
B. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? ☐ NO ☐ YES → DATE OF FINAL CONVICTION									
I CERTIFY THAT THE STATEMENTS MADE BY ME ARE TRUE.									
A. SIGNATURE					B. DATE				
FAA INSPECTOR'S REPORT									
I HAVE -									
☒ EXAMINED THIS APPLICANT'S PAPERS WITH THE INDICATED RESULT - ☐ APPROVED PARACHUTE SEAL SYMBOL ASSIGNED _____ ☐ PERSONALLY TESTED THIS APPLICANT IN ACCORDANCE WITH PERTINENT PROCEDURES AND STANDARDS ☐ DISAPPROVED ☐ ANSWER SHEET GRADED (Military Competency)									
DATE		INSPECTOR'S SIGNATURE				FAA DISTRICT OFFICE			
08/08/2005		Ima D. Inspector <i>Ima D. Inspector</i>				OKC-FSDO-18			

FIGURE 1-9. FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE
(Original issuance.)

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION — FEDERAL AVIATION ADMINISTRATION II. TEMPORARY AIRMAN CERTIFICATE						III. CERTIFICATE NO. PENDING	
VII. AIRMAN'S SIGNATURE	THIS CERTIFIES THAT IV. Samuel William Dodson V. 2777 North Boulevard Springfield, VA 22003-7777						
	DATE OF BIRTH 06-08-1965	HEIGHT 69 IN.	WEIGHT 170	HAIR Brown	EYES Hazel	SEX M	NATIONALITY VI. U.S.
	IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of MECHANIC						
	RATINGS AND LIMITATIONS XII. Airframe Powerplant SAMPLE XIII.						
	THIS IS ☒ AN ORIGINAL ISSUANCE ☐ A REISSUANCE OF THIS GRADE OF CERTIFICATE					DATE OF SUPERSEDED AIRMAN CERTIFICATE	
	BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 450369741	
	X. DATE OF ISSUANCE 05-10-2005	X. SIGNATURE OF EXAMINER OR INSPECTOR <i>John B. Jones</i> John B. Jones					DATE DESIGNATION EXPIRES 10-31-2005
FAA Form 8060-4 (8-79) USE PREVIOUS EDITION							

FIGURE 1-10. FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE
(Reissuance retaining original certificate number.)

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION II. TEMPORARY AIRMAN CERTIFICATE						III. CERTIFICATE NO. 6425374	
VII. AIRMAN'S SIGNATURE	THIS CERTIFIES THAT IV. Jane Marie Jones V. 3425 Tower Drive Dear Creek, VA 23225-4444						
	DATE OF BIRTH 06-12-1970	HEIGHT 66 IN.	WEIGHT 125	HAIR Brown	EYES Brown	SEX F	NATIONALITY VI. U.S.
	IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of MECHANIC						
	RATINGS AND LIMITATIONS XII. Airframe Powerplant						
	XIII. SAMPLE						
	THIS IS ☐ AN ORIGINAL ISSUANCE ☒ A REISSUANCE OF THIS GRADE OF CERTIFICATE					DATE OF SUPERSEDED AIRMAN CERTIFICATE 09-10-2003	
	BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 450369741	
X. DATE OF ISSUANCE 05-10-2005		X. SIGNATURE OF EXAMINER OR INSPECTOR  John B. Jones			DATE DESIGNATION EXPIRES 10-31-2005		
FAA Form 8060-4 (8-79) USE PREVIOUS EDITION							

FIGURE 1-11. EXAMPLE STATEMENT OF ADDITIONAL INSTRUCTION

STATEMENT OF ADDITIONAL INSTRUCTION 12-01-2005 To whom it may concern: I certify that I have given Mr. Samuel William Smith additional instruction in the following subject areas failed on the Powerplant Mechanic Oral and Practical Test taken 11-15-2005: Reciprocating Engines and Turbine Engines I consider Mr. Smith ready for retesting. <i>John Phillip Farrington, Jr.</i> John Phillip Farrington, Jr. A&P Mechanic Certificate No. 441404108

FIGURE 1-12. AIRMAN COMPUTER TEST REPORT FOR AMP

**MUST have a RAISED, EMBOSSED SEAL.
CANNOT be a machine copy.**

**FEDERAL AVIATION ADMINISTRATION
AIRMAN TEST REPORT**

EXAM TITLE: Aviation Mechanic Powerplant (AMP)
NAME: Jones David John
ID NUMBER: 123456789 **TAKE:** 1
DATE: 08/14/2005 **SCORE:** 89 **GRADE:** Pass

Below are subject matter knowledge codes in which questions were answered incorrectly. See the latest version of AC 60-25, Reference Materials and Subject Matter Knowledge Codes for Airman Knowledge Testing, available via the Internet: <<http://www.fedworld.gov/pub/faa-att>>, for code descriptions. A single code may represent more than one incorrect response.

A03 A04 C01 H02 J02 K02 K03 M04 O02

EXPIRATION DATE: 08/31/2004

DO NOT LOSE THIS REPORT

Authorized instructor's statement. (If Applicable)

I have given Mr./Ms. _____ additional instruction in each subject area shown to be deficient and consider the applicant competent to pass the test.

Last _____ **Initial** _____ **Cert. No.** _____ **Type** _____
(Print Clearly)

Signature _____

APPENDIX 2. INSTRUCTIONS FOR COMPLETING FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION

1. This appendix explains the procedures to be followed when applicants, DMEs, and inspectors complete FAA Form 8610-2.

- a. The DME or inspector shall provide FAA Form 8610-2 to the applicant.
- b. The applicant must complete two originals of FAA Form 8610-2 before testing begins.
- c. The DME or inspector shall give detailed instruction(s) for correctly completing FAA Form 8610-2.

NOTE: The inspector or DME shall copy appendix 2 of this order and provide it to the applicant until FAA Form 8610-2 is revised with written instructions attached.

- d. All entries on FAA Form 8610-2 shall be made with permanent dark ink or typewritten.

NOTE: When you make a correction, cross out and initial the mistake. Do NOT use correction fluid (white out).

e. All signatures shall be original, in dark ink, with name printed in dark ink or typewritten below or beside the signature.

f. All dates shall be entered using eight-digit numeric characters (e.g., 05-05-2002). (Month, Day, Year.) (The dates shall not be entered as May 5, 2002 or 05-05-02.)

FIGURE 2-1. PRIVACY ACT

TEAR OFF BEFORE USE	U.S. Department of Transportation Federal Aviation Administration	SUPPLEMENTAL INFORMATION
AIRMAN CERTIFICATE AND/OR RATING APPLICATION - PRIVACY ACT This supplements the form appearing below, Airman Certificate and/or Rating Application. The information on the form is solicited under authority of Federal Aviation Regulations, Part 65. Submission of all the data is mandatory except for Social Security Account Number which is voluntary. The purpose of this information is to establish eligibility for certification and/or airman rating. The data will be used to identify and evaluate your qualifications and eligibility for the issuance of an airman certificate and/or rating. Certification cannot be completed unless the data is complete. Disclosure of your Social Security Account Number is optional: Disclosure will facilitate maintenance of your records which are maintained in alphabetical order and cross referenced with your SSAN and airman number to provide prompt access. In the event nondisclosure a unique number will be assigned to your file.		
FAA Form 8610-2 (2-		

2. The DME or inspector shall advise the applicant to read the PRIVACY ACT on FAA Form 8610-2. The PRIVACY ACT is to be removed before FAA Form 8610-2 is used. (For an example, see figure 2-1.)

(FRONT SIDE OF FAA FORM 8610-2.)

FIGURE 2-2. TOP SECTION

TYPE OR PRINT ALL ENTRIES IN INK		Form Approved OMB No. 2120-0022
U.S. Department of Transportation Federal Aviation Administration AIRMAN CERTIFICATE AND/OR RATING APPLICATION ☐ MECHANIC ☐ AIRFRAME ☐ POWERPLANT ☐ REPAIRMAN (Specify Rating) _____ ☐ PARACHUTE RIGGER ☐ SENIOR ☐ MASTER ☐ SEAT ☐ CHEST ☐ BACK ☐ LAP		
APPLICATION FOR: ☐ ORIGINAL ISSUANCE ☐ ADDED RATING		

3. **The applicant shall** complete the TOP SECTION of FAA Form 8610-2. (For an example, see figure 2-2.)
 - a. **The applicant must** check the MECHANIC box.
 - b. **The applicant must** check the appropriate box(es) for the rating(s) sought (e.g., AIRFRAME and/or POWERPLANT).
 - c. **The applicant must** check either the ORIGINAL ISSUANCE or the ADDED RATING box. The ADDED RATING box will only be checked when the applicant has an aviation mechanic certificate and is actually adding a rating.

NOTE: No other boxes are checked on the TOP SECTION of FAA Form 8610-2 by an aviation mechanic applicant.

FIGURE 2-3. BLOCK I—APPLICANT INFORMATION

I. APPLICANT INFORMATION	A. NAME (First, Middle, Last)				K. PERMANENT MAILING ADDRESS	
	B. SOCIAL SECURITY NO.		C. D.O.B. (Mo., Day, Yr.)		D. HEIGHT IN	E. WEIGHT
	F. HAIR	G. EYES	H. SEX	I. NATIONALITY (Citizenship)		
	J. PLACE OF BIRTH				CITY	
	L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? ☐ NO ☐ YES (If "Yes," explain on an attached sheet keying to appropriate item number)				M. DO YOU NOW OR HAVE YOU EVER HELD AND FAA AIRMAN CERTIFICATE? ☐ NO ☒ YES	
	N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES?.....				SPECIFY TYPE: _____	
					DATE OF FINAL CONVICTION _____	

4. **BLOCK I—APPLICANT INFORMATION** The DME or inspector shall warn the applicant to read the fine print. (For an example, see figure 2-3.)

a. ITEM A—NAME (First, Middle, Last)

(1) The applicant shall enter his or her legal name; however, for record purposes, no more than one middle name shall be entered. The applicant's name shall not be changed on the subsequent FAA Form 8610-2 unless it is done in accordance with Title 14 of the Code of Federal Regulations 14 CFR part 65, section 65.16. If the applicant's name exceeds the number of characters allowed (50, including spaces), the Airmen Certification Branch, AFS-760, will make necessary changes to allow for computer acceptance.

(2) If the applicant has no middle name, the applicant shall enter NMI (no middle initial) or NMN (no middle name).

(3) If the applicant has initial(s) only, the applicant shall enter those initials and then enter INITIAL ONLY.

(4) If the applicant is a junior, III, IV, etc., the applicant will so indicate.

NOTE: If the applicant already has an FAA aviation mechanic certificate, the name on FAA Form 8610-2 must be the same as the name on the FAA aviation mechanic certificate unless it is changed in accordance with section 65.16.

b. ITEM B—SOCIAL SECURITY NO.

(1) Disclosure of the Social Security Number is optional (see PRIVACY ACT). However, Item B cannot be left blank.

(2) The applicant shall either enter his or her Social Security Number or enter one of the following notations: DO NOT USE or NONE.

NOTE: If an applicant presents a CG-G-EAE-4 Form, Certificate of Eligibility, reflecting completion of the FAA/Military Certification of Performance of Jobs Tasks program, they must list their **total** length of military service. The applicant must also include the issuance control number as recorded on the CG-G-EAE-4 Form under "TYPE WORK PERFORMED."

c. ITEM C—DOB (Mo., Day, Yr.)

(1) The applicant shall enter all dates using eight-digit numeric characters (e.g., 07-09-1965). (Month, Day, Year.) (The dates shall not be entered as July 9, 1965 or 07-09-65.)

(2) The DME or inspector shall verify the date of birth (DOB). The DOB is a problem area.

(3) If the applicant has other FAA certificate(s), the DME or inspector shall verify that the DOB is the same as that entered on the FAA Form 8610-2.

d. ITEM D—HEIGHT

(1) The applicant shall enter his or her height in inches. (EXAMPLE: If the applicant were 5'9", the applicant would enter 69.

(2) The applicant will use whole inches only. No fractions shall be used.

e. ITEM E—WEIGHT

(1) The applicant shall enter his or her weight in pounds.

(2) The applicant will use whole pounds only. No fractions shall be used.

f. ITEM F—HAIR

(1) The applicant shall spell out the color of his or her hair or use an abbreviation that cannot be confused with another color.

(2) Acceptable hair colors are: brown, black, blond, gray, and red.

(3) If the applicant is bald, enter BALD.

(4) If the applicant is wearing a wig or toupee, enter the color of hair under the wig or toupee.

g. ITEM G—EYES

(1) The applicant shall spell out the color of his or her eyes or use an abbreviation that cannot be confused with another color.

(2) Acceptable eye colors are: brown, black, blue, hazel, gray, and green.

h. ITEM H—SEX

(1) If the applicant is a male, he will enter M.

(2) If the applicant is a female, she will enter F.

i. ITEM I—NATIONALITY (Citizenship)

(1) The applicant shall enter the country in which he or she maintains citizenship.

(2) The applicant's nationality must be one listed in appendix 3.

(3) Dual citizenship will be accepted. (Example: USA/CANADA.) Because of limited space on the permanent certificate, only one citizenship reference will be shown under Nationality. The other will be shown as a limitation on the certificate (e.g., Dual citizenship includes Canada).

(4) Stateless is acceptable, if appropriate.

j. ITEM J—PLACE OF BIRTH

(1) If the applicant was born in the U.S., the applicant shall enter the city and state.

(2) If the city is unknown, enter the county and state.

(3) If the applicant was born outside of the U.S., the applicant shall enter the name of the city and country, or province and country. If the applicant was NOT born in a city and country or a province and country, (e.g., Middle of Atlantic Ocean on the HMS Queen Victoria), that information shall be entered in the REMARKS area.

k. ITEM K—PERMANENT MAILING ADDRESS

(1) NUMBER AND STREET, P.O. BOX, ETC The applicant shall enter this information above the first dotted line. This information shall not exceed 33 characters, including spaces.

(2) CITY The applicant shall enter this information above the second dotted line. The city name shall not exceed 17 characters, including spaces. When necessary, the applicant shall abbreviate the address (not to exceed 17 characters, including spaces).

(3) STATE The applicant shall enter this information above the third dotted line.

(4) ZIP CODE The applicant shall enter this information above the third dotted line.

NOTE: THESE DIRECTIONS ARE NOT REQUIRED FOR APO/FPO-TYPE ADDRESSES. A post office address is not acceptable for the purpose of applying for an airman certificate, unless the applicant resides on a rural route, a boat, or in some other manner that requires the use of a post office box or rural route for an address. If a P.O. Box or rural route is used, the applicant must furnish (on a separate sheet of paper) the directions required to find his or her residence. This becomes part of the certification file and must be signed by the applicant. EXAMPLE: "I live 2 miles north of state highway 12 on Mockingbird Lane in a two-story house with a barn in the back." (The applicant must sign this statement.) Two copies are required.

l. ITEM L—HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED?

(1) The applicant shall check either the YES box or the NO box. (A student pilot certificate is a pilot certificate.)

(2) If the YES box is checked, refer to sections 65.11(c), 65.11(d)(2), and 65.12.

(3) If the DME or applicant does not understand the requirements of part 65 as it applies to a particular situation, contact the supervising FSDO or IFO for clarification and assistance.

m. ITEM M— DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE?

(1) The applicant shall check either the YES box or the NO box.

(2) If the applicant checks the YES box, the applicant must make an entry by the SPECIFY TYPE area.

(3) The types of certificates that shall be entered in the SPECIFY TYPE area are: pilot, mechanic, repairman, etc. (A student pilot certificate is a pilot certificate.)

NOTE: An IA, DME, DPRE, etc., are not FAA certificates.

n. ITEM N—HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES?

(1) The applicant shall check either the YES box or the NO box.

(2) If the applicant checks the YES box, the applicant must make an entry by the DATE OF FINAL CONVICTION area. Refer to section 65.12.

(3) If the DME or applicant does not understand the requirements of part 65 as it applies to a particular situation, contact the supervising FSDO or IFO for clarification and assistance.

FIGURE 2-4. BLOCK II—CERTIFICATE OR RATING APPLIED FOR ON BASIS OF —

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF —	☐ A. CIVIL EXPERIENCE		☐ B. MILITARY EXPERIENCE		☐ C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)	
	(1) NAME AND LOCATION OF SCHOOL					
	☐ D. GRADUATE OF APPROVED COURSE	(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.

5. BLOCK II—CERTIFICATE OR RATING APPLIED FOR ON BASIS OF — (For an example, see figure 2-4.)

a. When the applicant is a graduate of an approved AMTS, the applicant shall complete Block II as follows:

(1) **ITEM D—GRADUATE OF APPROVED COURSE** The applicant will check item D, if he or she is a graduate of an AMTS.

(2) **ITEM D(1)—NAME AND LOCATION OF SCHOOL** The applicant will enter the name and location of the AMTS, as shown on the graduation certificate.

(3) **ITEM D(2)—SCHOOL NO** The applicant will enter the AMTS certificate number.

(4) **ITEM D(3)—CURRICULUM FROM WHICH GRADUATED** The applicant will enter the approved curriculum from which he or she graduated, as shown on the graduation certificate.

NOTE: To accommodate those students attending an AMTS having separate curriculums who choose to complete the Airframe curriculum and the Powerplant curriculum before testing. **EXAMPLE:** The student completes Airframe on 01-15-2002, completes Powerplant on 10-15-2002, and requests to be tested on 10-20-2002. Item D(3) of the FAA Form 8610-2 shows, curriculum completed as AIRFRAME, POWERPLANT. The inspector or DME will attach a copy of all certificates of completion, or make a statement in the REMARKS area indicating the date of completion for all certificates.

(5) **ITEM D(4)—DATE** The applicant will enter the date of graduation or the date on the certificate of completion.

NOTE: If copies of applicant's certificates are attached, enter "see attached" in item D(4). If dates of completion are used in the REMARKS area, enter "see remarks" in item D(4).

b. When the applicant wishes to receive authorization to take the oral and practical tests before taking the computer knowledge test, the following items must be completed.

(1) **ITEM D—GRADUATE OF APPROVED COURSE** The applicant must NOT check item D. (The applicant has not graduated from an AMTS.)

(2) **ITEM D(1)—NAME AND LOCATION OF SCHOOL** The applicant shall enter the name and location of the AMTS.

(3) **ITEM D(2)—SCHOOL NO** The applicant will enter the AMTS certificate number.

(4) ITEM D(3)—CURRICULUM FROM WHICH GRADUATED The applicant shall enter the approved curriculum from which he or she will graduate.

(5) ITEM D(4)—DATE The applicant shall enter the date he or she will graduate or when the certificate of completion will be issued. The applicant shall enter all dates using eight-digit numeric characters (e.g., 04-20-2002). (Month, Day, Year.) (The dates shall not be entered as April 20, 2002 or 04-20-02.)

(6) ITEM E—STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.80) An authorized AMTS official must indicate that the student meets the requirements of section 65.80 by checking item E.

(7) ITEM E(1)—SCHOOL NAME – NO An authorized AMTS official will enter the AMTS's name and number.

(8) ITEM E(2)—SCHOOL OFFICIAL'S SIGNATURE The authorizing AMTS official shall enter his or her signature above or beside his or her typed or printed name.

(9) ITEM F—SPECIAL AUTHORIZATION TO TAKE THE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80) After an inspector has reviewed the AMTS record and documents of the applicant and is satisfied that the applicant meets the requirements of section 65.80, item F will be checked.

(10) ITEM F(1)—DATE AUTH The inspector shall enter the date of the authorization.

(11) ITEM F(2)—DATE AUTH EXPIRES The inspector shall enter the date the authorization will expire. The date in item F(2) shall never be subsequent to the date appearing in item D(4). The provision of section 65.80 does not apply after the student graduates.

(12) ITEM F(3)—FAA INSPECTOR SIGNATURE The inspector shall enter his or her signature above or beside his or her typed or printed name.

(13) ITEM F(4)—FAA DIST OFC The inspector shall enter his or her FSDO or IFO identification.

NOTE: DMEs shall not administer the mechanic oral and practical tests before the applicant has passed the appropriate mechanic written test, unless items D, E, and F are completed.

c. When the applicant is applying on the basis of experience,

(1) ITEM A—CIVIL EXPERIENCE If practical experience was gained in civil activity, the applicant will check item A.

(2) ITEM B—MILITARY EXPERIENCE If practical experience was gained in military activity, the applicant will check item B.

NOTE: If practical experience was gained in both civil activity and military activity, the applicant will check item A and item B.

(3) ITEM C—LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy) An applicant shall never check item C.

FIGURE 2-5. BLOCK III—RECORD OF EXPERIENCE

III. RECORD OF EXPERIENCE	A. MILITARY COMPETENCE OBTAINED IN →		(1) SERVICE		(2) RANK OR PAY LEVEL		(3) MILITARY SPECIALTY CODE	
	B. APPLICANTS OTHER THAN FAA CERTIFIED SCHOOL GRADUATES, LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet, if more space is needed).							
	DATES - MONTH AND YEAR		EMPLOYER AND LOCATION				TYPE WORK PERFORMED	
	FROM	TO						
C. PARACHUTE RIGGER APPLICANTS: INDICATE BY TYPE HOW MANY PARACHUTES PACKED			SEAT	CHEST	BACK	LAP	FOR MASTER RATING ONLY	PACKED AS A - ☐ SENIOR RIGGER ☐ MILITARY RIGGER

6. BLOCK III—RECORD OF EXPERIENCE (For an example, see figure 2-5.)

a. ITEM A—MILITARY COMPETENCE OBTAINED IN When the applicant has gained all or part of the required experience in the military, the following items will be completed:

- (1) **ITEM A(1)—SERVICE** The applicant shall enter the branch of service where the experience was received (e.g., Army, Navy, etc.).
- (2) **ITEM A(2)—RANK OR PAY LEVEL** The applicant shall enter his or her highest rank or pay level.
- (3) **ITEM A(3)—MILITARY SPECIALTY CODE** The applicant shall enter his or her military specialty code (or equivalent depending on the branch of military service applicable).

NOTE: Before an applicant will be authorized to take an aviation mechanic computer knowledge test, an inspector will review the applicant's documents and records. The applicant's documents and records must show that the applicant received the required experience in civil activity and/or military activity. The inspector will determine that the applicant is eligible to take the appropriate aviation mechanic computer knowledge test as required by sections 65.77(a) and 65.77(b). The inspector who reviews these documents shall hold a mechanic certificate with an A and P rating.

b. ITEM B—APPLICANTS OTHER THAN FAA CERTIFICATED SCHOOL GRADUATES. LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet, if more space is needed)

- (1) When the applicant's experience was gained in civil and/or military activity, the applicant's experience will be entered in item B. (See sections 65.77(a) and 65.77(b).)
- (2) The applicant's experience must meet the requirements listed in sections 65.77(a) and 65.77(b).
- (3) The inspector shall advise applicants that the experience used to show qualifications shall be recorded in item B. The applicant will enter his or her experience as follows:

(a) **DATES—MONTH AND YEAR** The applicant shall enter his or her dates of employment using eight-digit numeric characters (e.g., 01-05-2002). (Month, Day, Year.) (The dates shall not be entered as January 5, 2002 or 01-05-02.) (PLEASE NOTE, THE FORM DOES NOT STATE THE “DAY” IS REQUIRED; HOWEVER, THE “DAY” IS REQUIRED BY AFS-760.)

(b) **EMPLOYER AND LOCATION** The applicant will enter the employer’s name and location (city and state) in this area.

(c) **TYPE WORK PERFORMED** The applicant will enter the type of work performed in this area. If all of the applicant’s experience cannot be recorded in item B, the applicant may use additional sheets of paper. (See appendix 1, figures 1-2, 1-2a, and 1-3.)

(4) DMEs are not required to review the applicant’s documents and records to verify the experience listed. However, the DME will verify that the applicant has entered sufficient experience on FAA Form 8610-2 to satisfy the experience and time requirements of sections 65.77(a) and 65.77(b).

NOTE: Mechanic applicants are to disregard item C.

FIGURE 2-6. BLOCK IV—APPLICANT’S CERTIFICATION

IV. APPLICANTS CERTIFICATION	I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE A. SIGNATURE	B. DATE
---	--	---------

7. BLOCK IV—APPLICANT’S CERTIFICATION (For an example, see figure 2-6.)

a. Prior to the applicant signing Block IV, the following must be completed:

(1) **ITEM A—SIGNATURE** The inspector will have the applicant review the FAA Form 8610-2 before the applicant signs his or her name. (If the FAA Form 8610-2 was prepared by someone other than the applicant, the applicant should review the FAA Form 8610-2 carefully.)

(a) The FAA Form 8610-2 shall be signed as the applicant normally signs his or her name above or beside his or her typed or printed name.

(b) For verification purposes, the inspector shall require the applicant to provide identification showing a photograph and signature.

1 A drivers license, military identification, passport, etc., may be used for verification.

2 The name and number of the document used for verification will be recorded in the REMARKS area. (See appendix 1, figures 1-5, 1-6, 1-7, and 1-8.)

(c) The inspector shall explain that the applicant’s signature is a certification of true and correct information appearing on the FAA Form 8610-2. False statements or false information for which the applicant has signed may be grounds to revoke all FAA certificates he or she may possess.

(2) **ITEM B—DATE** The applicant shall enter the date the FAA Form 8610-2 was signed.

NOTE: Prior to giving the oral and practical tests, the DME will ask the applicant for identification to reverify the information shown on the FAA Form 8610-2. If identification has been recorded in the REMARKS area, the DME will initial this to verify the same identification. If identification was not entered in the REMARKS area, the DME will enter this information.

FIGURE 2-7. BLOCK V—I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS

I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS.	DATE	INSPECTOR'S SIGNATURE	FAA DISTRICT OFFICE

8. BLOCK V—I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS. (For an example, see figure 2-7.)

- a. **Prior to the inspector signing Block V**, the following must be completed:
- b. **DATE** The inspector shall enter the date the authorization took place. The inspector shall enter all dates using eight-digit numeric characters (e.g., 01-04-2002). (Month, Day, Year.) (The dates shall not be entered as January 4, 2002 or 01-04-02.)
- c. **INSPECTOR'S SIGNATURE** The inspector will sign his or her name and also print his or her name in this area.
- d. **FAA DISTRICT OFFICE** The inspector will provide the office identifier.

FIGURE 2-8. FOR FAA USE ONLY

FOR FAA USE ONLY															
Emp.	reg	D.O.	seal	con	iss.	Act	lev	TR	s.h.	Src	#rte	Rating (1)	Rating (2)	Rating (3)	Rating (4)
LIMITATIONS															

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9. FOR FAA USE ONLY Applicants and DMEs are to disregard this area. This area is for FAA use only. (For an example, see figure 2-8.)

(REVERSE SIDE OF FAA FORM 8610-2.)

FIGURE 2-9. RESULTS OF ORAL AND PRACTICAL TESTS

Results of Oral and Practical Tests											
MECHANIC											
1. GENERAL - Airframe and Powerplant											
ORAL TEST		PASS ☐		EXPIRATION DATE:		FAIL ☐					
QUES. NO.											
PRACTICAL TEST		PASS ☐		EXPIRATION DATE:		FAIL ☐					
PROJ. NO.											
II. AIRFRAME STRUCTURES											
ORAL TEST		PASS ☐		EXPIRATION DATE:		FAIL ☐					
QUES. NO.											
PRACTICAL TEST		PASS ☐		EXPIRATION DATE:		FAIL ☐					
PROJ. NO.											
III. AIRFRAME SYSTEMS AND COMPONENTS											
ORAL TEST		PASS ☐		EXPIRATION DATE:		FAIL ☐					
QUES. NO.											
PRACTICAL TEST		PASS ☐		EXPIRATION DATE:		FAIL ☐					
PROJ. NO.											
IV. POWERPLANT THEORY AND MAINTENANCE											
ORAL TEST		PASS ☐		EXPIRATION DATE:		FAIL ☐					
QUES. NO.											
PRACTICAL TEST		PASS ☐		EXPIRATION DATE:		FAIL ☐					
PROJ. NO.											
V. POWERPLANT SYSTEMS AND COMPONENTS											
ORAL TEST		PASS ☐		EXPIRATION DATE:		FAIL ☐					
QUES. NO.											
PRACTICAL TEST		PASS ☐		EXPIRATION DATE:		FAIL ☐					
PROJ. NO.											

PARACHUTE RIGGER			
TYPE	SEAT	PASS ☐	FAIL ☐
	BACK	PASS ☐	FAIL ☐
	CHEST	PASS ☐	FAIL ☐
	LAP	PASS ☐	FAIL ☐
			PASS ☐
REMARKS			

10. RESULTS OF ORAL AND PRACTICAL TESTS

a. The DME will annotate failed subject areas as follows:

- (1) For Oral/Knowledge areas failed, enter the corresponding Subject Area letter from the PTS booklets and unique identifier (refer to paragraph 5-1.f.) in the appropriate QUES. NO. box. (See figure 1-6.)
- (2) For Practical/Skill areas failed, enter the corresponding Subject Area letter, Objective number, and element letter(s) from the PTS booklets in the appropriate PROJ. NO. box. (See figure 1-6.)
- (3) Enter the Subject Area(s) failed in the REMARKS column. (See figure 1-6.)

NOTE: Objective 2 projects are Core Competency.

b. For all Oral/Knowledge areas and/or Practical/Skill areas passed, enter an expiration date as 24-calendar months from the date of the test. (See figures 1-5, 1-6, 1-6A, 1-8, and 1-8A.)

FIGURE 2-10. DESIGNATED EXAMINER'S REPORT

DESIGNATED EXAMINER'S REPORT		
I have personally tested this applicant in accordance with pertinent procedures and standards, and		
I HAVE INDICATED THE RESULT AS:	☐ APPROVED (Temporary Certificate Issued)	☐ APPROVED (Temporary Certificate NOT Issued)
	☐ DISAPPROVED	☐ FAR 65.80 - ORAL/PRACTICAL PASSED
ATTACH- MENTS:	☐ REPORT OF WRITTEN TEST	☐ SUPERSEDED CERTIFICATE
	☐ FAA FORM 8610-2	☐ TEMPORARY CERTIFICATE
	☐ LETTER	☐ SEAL SYMBOL CARD
DATE TEST COMPLETED	EXAMINER'S SIGNATURE	DESIGNATION NO.

11. DESIGNATED EXAMINER'S REPORT. (For details on completion of this area see figures 1-5, 1-6, 1-7, and 1-8.)

FIGURE 2-11. APPLICANT'S CERTIFICATION

APPLICANT'S CERTIFICATION	
THIS BLOCK MUST BE COMPLETED BY THE APPLICANT AT THE TIME OF ISSUANCE OF TEMPORARY CERTIFICATE (FAA FORM 8060-4)	
A. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED?	☐ NO ☐ Yes If "Yes," explain on an attached sheet.
B. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATES STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES?	☐ NO ☐ YES → DATE OF FINAL CONVICTION
I CERTIFY THAT THE STATEMENTS BY ME ARE TRUE.	
A. SIGNATURE	B. DATE

12. APPLICANTS CERTIFICATION. This block must be completed by the applicant at the time of the issuance of the FAA Form 8060-4, Temporary Airman Certificate. (See also paragraph 5-1.i.)

a. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED?

(1) The applicant shall check either the YES box or the NO box. (A student pilot certificate is a pilot certificate.)

(2) If the YES box is checked, refer to sections 65.11(c), 65.11(d)(2), and 65.12.

(3) If the DME or applicant does not understand the requirements of part 65 as it applies to a particular situation, contact the supervising FSDO or IFO for clarification and assistance.

b. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES?

(1) The applicant shall check either the YES box or the NO box.

(2) If the applicant checks the YES box, the applicant must make an entry by the DATE OF FINAL CONVICTION area. Refer to section 65.12.

(3) If the DME or applicant does not understand the requirements of part 65 as it applies to a particular situation, contact the supervising FSDO or IFO for clarification and assistance.

FIGURE 2-12. FAA INSPECTOR'S REPORT

FAA INSPECTOR'S REPORT		
I HAVE - ☐ EXAMINED THIS APPLICANT'S PAPERS. ☐ PERSONALLY TESTED THIS APPLICANT IN ACCORDANCE WITH PERTINENT PROCEDURES AND STANDARDS.	WITH THE INDICATED RESULT - ☐ APPROVED ☐ DISAPPROVED	PARACHUTE SEAL SYMBOL ASSIGNED _____ ☐ ANSWER SHEET GRADED (Military Competency)
DATE	INSPECTOR'S SIGNATURE	FAA DISTRICT OFFICE

13. **FAA INSPECTOR'S REPORT** (See the reverse side of FAA Form 8610-2.)

a. **The inspector will NOT check** the APPROVED box or the DISAPPROVED box unless he or she has PERSONALLY given the applicant the oral and practical test.

b. **The inspector will check ONLY** the EXAMINED THIS APPLICANT'S PAPERS box.

(1) The inspector shall complete the DATE box using eight-digit numeric characters (e.g., 01-04-2002). (Month, Day, Year.) (The dates shall not be entered as January 4, 2002 or 01-04-02.)

(2) The inspector will sign above or beside his or her typed or printed name in the INSPECTOR'S SIGNATURE box.

(3) The inspector will enter his or her supervising FSDO or IFO identification in the FAA DISTRICT OFFICE box.

**APPENDIX 3. NATIONALITY (CITIZENSHIP) TO BE USED TO COMPLETE
BLOCK I OF FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING
APPLICATION**

AFGHANISTAN	BULGARIA
ALBANIA	BURKINA FASO
ALGERIA	BURUNDI
AMERICAN SAMOA	CAMBODIA
ANDORRA	CAMEROON
ANGOLA	CANADA
ANGUILLA	CAPE VERDE
ANTARCTICA	CANARY ISLANDS
ANTIGUA & BARBUDA	CAYMAN ISLANDS
ARGENTINA	CENTRAL AFRICAN REPUBLIC
ARMENIA	CHAD
ARUBA	CHILE
AUSTRALIA	CHINA
AUSTRIA	CHRISTMAS ISLAND
AZERBAIJAN	COCOS (KEELING) ISLANDS
BAHAMAS	COLOMBIA
BAHRAIN	COMOROS
BANGLADESH	DEMOCRATIC REPUBLIC OF THE CONGO
BARBADOS	CONGO, REPUBLIC OF
BELARUS	COOK ISLANDS
BELGIUM	COSTA RICA
BELIZE	COTE D'IVOIRE
BENIN	CROATIA/HRVATSKA
BERMUDA	CUBA
BHUTAN	CYPRUS
BOLIVIA	CZECH REPUBLIC
BOSNIA & HERZEGOWINA	DENMARK
BOTSWANA	DJIBOUTI
BRAZIL	DOMINICA
BRITISH VIRGIN ISLANDS	DOMINICAN REPUBLIC
BRUNEI DARUSSALAM	EAST TIMOR (TIMOR-LESTE)

ECUADOR

EGYPT

EL SALVADOR

EQUATORIAL GUINEA

ERITREA

ESTONIA

ETHIOPIA

FALKLAND ISLANDS (MALVINAS)

FAROE ISLANDS

FIJI

FINLAND

FRANCE

FRENCH GUIANA

FRENCH POLYNESIA

FRENCH SOUTHERN TERRITORIES

GABON

GAMBIA

GEORGIA

GERMANY

GHANA

GIBRALTAR

GREECE

GREENLAND

GRENADA

GUADELOUPE

GUAM

GUATEMALA

GUINEA

GUINEA-BISSAU

GUYANA

HAITI

HOLY SEE (VATICAN)

HONDURAS

HONG KONG

HUNGARY

ICELAND

INDIA

INDONESIA

IRAN (ISLAMIC REPUBLIC OF)

IRAQ

IRELAND

ISRAEL

ITALY

JAMAICA

JAPAN

JORDAN

KAZAKHSTAN

KENYA

KIRIBATI

KOREA, DEMOCRATIC PEOPLE'S REPUBLIC

KOREA, REPUBLIC OF (SOUTH KOREA)

KUWAIT

KYRGYZSTAN

LAO, PEOPLE'S DEMOCRATIC REPUBLIC

LATVIA

LEBANON

LESOTHO

LIBERIA

LIBYAN ARAB JAMAHIRIYA

LIECHTENSTEIN

LITHUANIA

LUXEMBOURG

MACAU

MACEDONIA

MADAGASCAR

MALAWI

MALAYSIA

MALDIVES

MALI

MALTA

MARSHALL ISLANDS
MARTINIQUE
MAURITANIA
MAURITIUS
MAYOTTE
MEXICO
MICRONESIA, FEDERAL STATES OF
MOLDOVA, REPUBLIC OF
MONACO
MONGOLIA
MONTSERRAT
MOROCCO
MOZAMBIQUE
MYANMAR
NAMIBIA
NAURU
NEPAL
NETHERLANDS
NETHERLANDS ANTILLES
NEW CALEDONIA
NEW ZEALAND
NICARAGUA
NIGER
NIGERIA
NIUE
NORFOLK ISLAND
NORTHERN MARIANA ISLANDS
NORWAY
OMAN
PAKISTAN
PALAU
PALESTINIAN NATIONAL AUTHORITY
PANAMA
PAPUA NEW GUINEA
PARAGUAY

PERU
PHILIPPINES
PITCAIRN ISLAND
POLAND
PORTUGAL
PORTUGUESE GUINEA
PUERTO RICO
QATAR
REUNION
ROMANIA
RUSSIAN FEDERATION
RWANDA
ST HELENA
ST KITTS AND NEVIS
ST LUCIA
ST PIERRE MIQUELON
ST VINCENT & GRENADINES
SAMOA
SAN MARINO
SAO TOME AND PRINCIPE
SAUDI ARABIA
SENEGAL
SERBIA AND MONTENEGRO
SEYCHELLES
SIERRA LEONE
SINGAPORE
SLOVAKIA (SLOVAK REPUBLIC)
SLOVENIA
SOLOMON ISLANDS
SOMALIA
SOUTH AFRICA
SOUTH GEORGIA & SOUTH SANDWICH ISLANDS
SPAIN
SRI LANKA
SUDAN

SURINAME

SVALBARD-JAN MAYEN ISLANDS

SWAZILAND

SWEDEN

SWITZERLAND

SYRIAN ARAB REPUBLIC

TAIWAN, REPUBLIC OF CHINA

TAJIKISTAN

TANZANIA

THAILAND

TIMOR-LESTE (EAST TIMOR)

TOGO

TOKELAU

TONGA

TRINIDAD & TOBAGO

TRUST TERR PAC ISL

TUNISIA

TURKEY

TURKMENISTAN

TURKS AND CAICOS ISLANDS

TUVALA

UGANDA

UKRAINE

UNITED ARAB EMIRATES

UNITED KINGDOM

URUGUAY

U.S. (UNITED STATES OF AMERICA)

UZBEKISTAN

VANUATU

VATICAN CITY STATE (HOLY SEE)

VENEZUELA

VIET NAM

VIRGIN ISLANDS (BRITISH)

VIRGIN ISLANDS (U.S.)

WALLIS AND FUTUNA ISLANDS

WESTERN SAHARA

YEMEN

YUGOSLAVIA

ZAIRE

ZAMBIA

ZIMBABWE

STATELESS

APPENDIX 4. ORAL AND PRACTICAL TEST SECTIONS AND SUBJECTS

I. GENERAL—AIRFRAME AND POWERPLANT

- A. Basic Electricity
- B. Aircraft Drawings
- C. Weight and Balance
- D. Fluid Lines and Fittings
- E. Materials and Processes
- F. Ground Operation and Servicing
- G. Cleaning and Corrosion Control
- H. Mathematics
- I. Maintenance Forms and Records
- J. Basic Physics
- K. Maintenance Publications
- L. Aviation Mechanic Privileges and Limitations

II. AIRFRAME STRUCTURES

- A. Wood Structures
- B. Aircraft Covering
- C. Aircraft Finishes
- D. Sheet Metal and Nonmetallic Structures
- E. Welding
- F. Assembly and Rigging
- G. Airframe Inspection
- H. RESERVED
- I. RESERVED
- J. RESERVED

III. AIRFRAME SYSTEMS AND COMPONENTS

- K. Aircraft Landing Gear Systems
- L. Hydraulic and Pneumatic Power System Components
- M. Cabin Atmosphere Control Systems

- N. Aircraft Instrument Systems
- O. Communications and Navigation Systems
- P. Aircraft Fuel Systems
- Q. Aircraft Electrical Systems
- R. Position and Warning Systems
- S. Ice and Rain Control Systems
- T. Fire Protection Systems

IV. POWERPLANT THEORY AND MAINTENANCE

- A. Reciprocating Engines
- B. Turbine Engines
- C. Engine Inspection
- D. RESERVED
- E. RESERVED
- F. RESERVED
- G. RESERVED

V. POWERPLANT SYSTEMS AND COMPONENTS

- H. Engine Instrument Systems
- I. Engine Fire Protection Systems
- J. Engine Electrical System Components
- K. Lubrication Systems
- L. Ignition and Starting Systems
- M. Fuel Metering Systems
- N. Engine Fuel Systems
- O. Induction and Engine Airflow Systems
- P. Engine Cooling Systems
- Q. Engine Exhaust and Reverser Systems
- R. Propellers
- S. Turbine Powered Auxiliary Power Units

APPENDIX 5. INFORMATION ABOUT THE INITIAL TECHNICAL PERSONNEL EXAMINER STANDARDIZATION SEMINAR AND THE RECURRENT TECHNICAL PERSONNEL EXAMINER STANDARDIZATION SEMINAR.

1. **General Information.** Information, such as a schedule of Initial and Recurrent TPE Seminars, registration fees, and online registration, is available at the following Internet address: http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afs/afs600/afs640/. If you have questions and/ or need additional information regarding the TPE Seminars, please call (405) 954-6495.

2. **Initial Technical Personnel Examiner (TPE) Standardization Seminar** (hereafter referred to as the Initial TPE Seminar).

a. **Initial TPE Seminar Description.** Increased emphasis on the oral and practical tests, use of the oral and practical tests and Practical Test Standards (PTS), use of the related forms, test planning, evaluation of applicants, and certification file disposition will be covered in the 24-hour (3-day) lecture and workshop seminar. Each seminar participant will practice examiner job functions using the actual materials. The Initial TPE Seminar hours are scheduled from 8 a.m. to 5 p.m.

b. **Examiner Scheduling.**

(1) The Initial TPE Seminar is for all prospective Examiners. Initial TPE Seminars are held in Oklahoma City, Oklahoma.

(2) The registration fee must be paid prior to attending the Initial TPE Seminar. All registrations for the Initial TPE Seminar are arranged by the examiner, **after concurrence with the supervising FAA district office.** Arrangements for registration are made via the Internet at: <http://av-info.faa.gov/dsgreg/AvailableCourses.aspx>. This site also provides a method for payment of the registration fee and general seminar information. If you have questions and/ or need additional information regarding the TPE Seminars, please call (405) 954-6495. **There will be no arrangements for paying at the door.** Class size is limited, and attendees will be assigned on a "first-come" basis.

3. **Recurrent Technical Personnel Examiner (TPE) Standardization Seminar** (hereafter referred to as the Recurrent TPE Seminar).

a. **Recurrent TPE Seminar Description.** Continued emphasis on the oral and practical tests; a review of the current policy and regulations as they apply to DME/DPRE functions; and airman certification procedures will be covered in the 8 hour (1-day) seminar. The Recurrent TPE Seminar hours are scheduled from 8 a.m. to 5 p.m.

b. **Examiner Scheduling.**

(1) Recurrent TPE Seminars are usually conducted at cities in which FAA district offices are located. Because of low examiner population in individual districts, most seminars serve more than one district. Each examiner or inspector is responsible for making arrangements such as registration and hotel accommodations. There are no geographic limitations with regard to Recurrent TPE Seminar attendance.

(2) The registration fee must be paid prior to attending the Recurrent TPE Seminar. All registrations for the Recurrent TPE Seminar are arranged by the examiner. Arrangements for registration are via the Internet at: <http://av-info.faa.gov/dsgreg/AvailableCourses.aspx>. This site also provides a method for payment of the registration fee and general seminar information. If you have questions and/ or need additional information regarding the TPE Seminars, please call (405) 954-6495. **There will be no arrangements for paying at the door.** Class size is limited, and attendees will be assigned on a "first-come" basis.

APPENDIX 6. EXAMPLE OF AIRFRAME AND POWERPLANT MECHANIC ORAL AND PRACTICAL TEST PLANNING SHEET

The following example of an Airframe and Powerplant Mechanic Oral and Practical Test Planning Sheet is printed in its entirety. It is recommended that examiners duplicate the sample form and use it as needed while conducting the oral and practical tests.

FIGURE 6-1. AIRFRAME AND POWERPLANT MECHANIC ORAL AND PRACTICAL PLANNING SHEET (FRONT SIDE)

1. APPLICANT:											3. DME:		
2. SIGNATURE:											4. SIGNATURE:		
5.	KNOWLEDGE QUESTIONS										SKILL ELEMENTS		
	SECTION I – AMG	1	2	3	4	5	6	7	8	9	10	CORE COMP	OBJ-3
A	BASIC ELECTRICITY												
B	AIRCRAFT DRAWING												
C	WEIGHT AND BALANCE												
D	FLUID LINES AND FITTINGS												
E	MATERIALS AND PROCES...												
F	GROUND OPERATION AND...												
G	CLEANING AND CORROS...												
H	MATHEMATICS												
I	MAINTENANCE FORMS...												
J	BASIC PHYSICS												
K	MAINTENANCE PUBLICAT...												
L	AVIATION MECHANICS...												
SECTION II – AMA													
A	WOOD STRUCTURES												
B	AIRCRAFT COVERING												
C	AIRCRAFT FINISHES												
D	SHEET METAL AND NON...												
E	WELDING												
F	ASSEMBLY AND RIGGING												
G	AIRFRAME INSPECTION												
SECTION III – AMA													
K	AIRCRAFT LANDING GEAR...												
L	HYDRAULIC AND PNEUM...												
M	CABIN ATMOSPHERE...												
N	AIRCRAFT INSTRUMENTS...												
O	COMMUNICATION AND NA...												
P	AIRCRAFT FUEL SYS...												
Q	AIRCRAFT ELECTRICAL...												
R	POSITION AND WARNING...												
S	ICE AND RAIN CONTROLS...												
T	FIRE PROTECTION SYSTEMS												
SECTION IV – AMP													
A	RECIPROCATING ENGINES												
B	TURBINE ENGINES												
C	ENGINE INSPECTION												
SECTION V – AMP													
H	ENGINE INSTRUMENT SYS...												
I	ENGINE FIRE PROTECTION...												
J	ENGINE ELECTRICAL...												
K	LUBRICATION SYSTEMS												
L	IGNITION AND STARTING...												
M	FUEL METERING SYSTEMS												
N	ENGINE FUEL SYSTEMS												
O	INDUCTION AND ENGINE...												
P	ENGINE COOLING SYSTEMS												
Q	ENGINE EXHAUST...												
R	PROPELLERS												
S	TURBINE POWERED APU												
6. BEGINNING DATE:		ENDING DATE:				TOTAL TEST TIME (HRS):				(MIN):			
7. REMARKS: (INCLUDE ADDITIONAL OBJECTIVE 3 PROJECTS IN THE REMARKS SECTION ON THE REVERSE SIDE)													
7. REMARKS (Continued):													

FIGURE 6-1A. AIRFRAME AND POWERPLANT MECHANIC ORAL AND PRACTICAL PLANNING SHEET (REVERSE SIDE)

7. REMARKS (Continued):

INSTRUCTIONS FOR COMPLETING THE PLANNING SHEET:

1. Applicant's printed name.
2. Applicant's signature. To be signed after the test has ended.
3. DME's name as it appears on the certificate.
4. DME's signature. To be signed after the test has ended.
5. The Knowledge Element question number assigned by the DME will be placed in the appropriate block. If the question is incorrectly answered, place an "X" over the number. The Core Competency Element project number and level assigned by the DME will be placed in the appropriate block when a Core Competency project is required (from Objective 2). There may be more than one Core Competency project required for a Subject Area. The required Skill Element project number and level (from Objective 3) assigned by the DME will be placed in the appropriate block. If the project is failed, place an "X" over the number.
6. For Beginning Date and Ending Date use the eight-digit (MM-DD-YYYY) format. For the Total Test Time, indicate the hours and minutes used for the test (example 8 HRS 15 MIN).

If additional Skill Element projects are used (Objective 3 projects only), their assigned number and level will be listed in the above REMARKS block. If a project is failed, place an "X" over the number.



**Federal Aviation
Administration**

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 8610.4K

To: FAA, ATTN: AFS-640, P.O. Box 25082, Oklahoma City, OK 73125

(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: _____