

## CHAPTER 5. CONDUCT PRACTICAL TEST/CERTIFICATION FUNCTIONS

### SECTION 1. BACKGROUND

**1. OBJECTIVE.** The objective of this task is to perform procedures applicable to all certification tests and functions. Although information and specific procedures for each type of certificate or rating are presented in the chapter which addresses that level of testing, this chapter provides guidance pertinent to any certification function that requires the applicant to fill out Federal Aviation Administration (FAA) Form 8710-1, Airman Certificate and/or Rating Application. Successful completion of this task results in correctly completed certification files and the appropriate exercise of the examiner's authority.

**2. GENERAL.** Examiners must conduct the practical test using a written plan of action developed from the Examiner Test Guide (Figure 5-1) and appropriate practical test standards (PTS). The examiner must conduct the practical test in accordance with (IAW) the appropriate regulations, PTS, operating limitations of the aircraft, and procedures prescribed in the aircraft flight manual (AFM). Examiners must not use, or ask the applicant to use, procedures contrary to those specified by the AFM. Under no circumstances may an examiner intentionally allow an applicant to violate a regulation, fail to comply with an air traffic control (ATC) clearance, or create a potentially hazardous situation. Practical tests not conducted IAW the applicable PTS, regulations, and safe operating practices may be invalid and may be grounds for termination of the examiner's designation. If an examiner becomes aware of a procedure in any AFM that is potentially hazardous or contrary to FAA policies, the examiner should notify the supervising Flight Standards District Office (FSDO).

*A. Personal Prejudices.* An examiner must not allow personal prejudices to interfere with the objective evaluation of an applicant. If a personality conflict or disagreement develops between the examiner and the applicant prior to any unsatisfactory performance by the applicant, the examiner or the applicant may discontinue the practical test. In this case, the examiner issues a letter of discontinuance.

*B. Appointments.* An examiner is expected to honor appointments unless special circumstances warrant cancellation or postponement. If the cancellation or postponement is at the examiner's request, it is the examiner's responsibility to reschedule the practical test. If

an examiner cancels a practical test without rescheduling, the examiner should recommend another examiner or instruct the applicant to contact the FSDO. The FSDO will provide the names of other examiners in the district or may arrange to conduct the practical test if the applicant requests it.

*C. Test Environment.* The examiner must conduct the oral portion of the practical test in a private area free from distractions. The examiner must give the applicant his/her undivided attention during the test and ensure that any discussion of test results with the applicant is in private. However, by mutual agreement from both the applicant and the examiner [emphasis added: both the applicant and the examiner must agree], the applicant's flight instructor or the school's chief instructor or assistant chief may be allowed to be present during the practical test.

*D. English Language Skill Standards.* The examiner must comply with Advisory Circular (AC) 60-28, English Language Skill Standards Required by 14 CFR Parts 61, 63, and 65, to ensure that applicants meet regulatory requirements. If the applicant is unable to read, speak, write, and understand the English language, the examiner must terminate the practical test and refer the applicant to the supervising FSDO.

**3. TESTING APPLICANTS TRAINED BY THE EXAMINER.** Except as noted in subparagraphs A, B, and C below, an examiner who trains an applicant for a certificate or rating may only test that applicant if another instructor has given the applicant at least 3 hours of flight instruction and is the recommending instructor (1.5 hours if the test is in a glider or balloon). An examiner may also test an applicant trained by that examiner for an additional aircraft class rating if the applicant has obtained the written recommendation of another certificated flight instructor (CFI) who has personally checked the applicant and found the applicant prepared for the practical test.

*A. Flight Instructor Examiner (FIE).* An FIE may test an applicant trained by that examiner for a flight instructor certificate or rating if the examiner obtains written permission from the jurisdictional FSDO. In the case of a test to be conducted outside the United States, the examiner

must obtain the permission of the supervising FSDO/region.

*B. Airline Transport Pilot Examiner (ATPE).* An ATPE may test an applicant trained by that examiner for an ATP certificate or rating if the examiner obtains the written permission of the jurisdictional FSDO. In the case of a test to be conducted outside the United States, the examiner must obtain the permission of the supervising FSDO/region.

*C. National Designated Pilot Examiner (NDPE)/Flight Engineer Examiner Registry (FEER) Examiners.* In cases where an NDPE/FEER examiner is the only readily available instructor qualified in a rare airplane, the NDPE/FEER examiner may conduct a certification practical test for an applicant trained by that examiner if the examiner obtains permission from the NDPE/FEER Manager, General Aviation and Commercial Division, AFS-800, 800 Independence Avenue SW., Washington, DC 20591, telephone number (202) 267-8212.

#### **4. EXAMINER LIMITATIONS.**

*A. Altered/Amended Certificate.* An examiner must not alter or amend any pilot or flight instructor certificate. Applicants who have passed tests for additional ratings must be issued a new FAA Form 8060-4, Temporary Airman Certificate. Ratings, shown on a restricted pilot certificate (e.g., issued per Title 14 of the Code of Federal Regulations (14 CFR) part 61, § 61.75) must not be included on an issued FAA Form 8060-4 for a standard airman certificate unless the previously shown ratings include the notation "U.S. TEST PASSED."

*B. Authorized Aircraft.* An examiner must not conduct a practical test in any aircraft for which the examiner does not hold a category, class, and, if appropriate, aircraft type rating or authorization. An examiner must not conduct a practical test in any multiengine airplane, vintage airplane, helicopter, powered-lift, turbine-powered aircraft, or large aircraft other than those shown on a letter of authorization (LOA).

*C. Medical Flight Tests.* Unless specifically authorized by the supervising FSDO, an examiner must not accept an application for an airman certificate or rating from an applicant requiring a special medical flight test. Such applicants should be referred to a FSDO.

*D. English Language Requirement.* An examiner is not authorized to issue an airman certificate with the limitations "Not Valid For Flights Requiring the use of English" or "Not Valid For Flights Requiring the use of Radio." A certificate with such limitations can only be issued by a FSDO when based on FAA Form 8500-15, Statement of Demonstrated Ability (SODA). If the deficiency is not due to a medical reason, the applicant is not eligible for the certificate. Only the FSDO may remove the English language limitation.

*E. Restricted U.S. Airman Certificate Issued on the Basis of a Foreign License.* Unless specifically authorized by the supervising FSDO, an examiner must not accept an application for the original issuance of a pilot certificate on the basis of a foreign pilot license. Refer to chapter 21 for guidance on the issuance of U.S. pilot certificates based on a foreign-pilot license.

*F. Certificates Issued on the Basis of U.S. Military Competence.* Unless specifically authorized by the supervising FSDO, an examiner must not accept an application for the original issuance of a pilot certificate on the basis of U.S. military competence.

*G. Computer Knowledge Tests.* A designated pilot examiner (DPE) may not be involved in conducting or monitoring any portion of computer knowledge tests. (See FAA Order 8080.6, Conduct of Airmen Knowledge Tests.)

**5. STATUS OF EXAMINERS DURING PRACTICAL TESTS.** An examiner conducts a practical test to observe and evaluate an applicant's ability to perform the procedures and maneuvers required for the certificate or rating sought. The examiner is not Pilot-in-Command (PIC) of the aircraft during a practical test unless the examiner agrees to act in that capacity by prior arrangement with the applicant. The FAA strongly recommends that an examiner not agree to act as PIC of a flight during a practical test.

*A. Advice and Assistance.* Except to ensure safety of flight, an examiner may not give advice or assistance to the applicant. If advice or assistance has to be given, the applicant will be issued FAA Form 8060-5, Notice of Disapproval of Application. However, it is acceptable for an examiner to give assistance not caused by the applicant's performance. For example, the examiner controls the aircraft to avoid conflicting traffic when the applicant is wearing a view limiting device. Providing advice or assistance does not change the status of the examiner in

regard to PIC responsibility. The examiner should discuss this issue with the applicant as part of the preflight briefing.

*B. Physical Location of the Examiner During a Practical Test.*

(1) An examiner must accompany the applicant in the aircraft during all practical tests IAW 14 CFR § 61.45(b)(1)(iii). Except for conducting practical tests in an aircraft that require a pilot flightcrew of two or more, as provided in paragraph 5C that follows, an examiner is expected to be physically located in the other pilot crewmember station when conducting a practical test in an aircraft that only requires one pilot crewmember. However, it is acceptable for an examiner to give the practical test from a designated jump seat or place in the cabin from which the applicant can be adequately observed, provided another pilot who is qualified to act as the PIC occupies the other pilot crewmember station. This kind of arrangement is permitted provided the examiner agrees. For an examiner to agree to such an arrangement, such factors as aircraft seating configuration; the examiner's personal knowledge of the person proposing to occupy the other pilot crewmember station; and the examiner's own skills, recent experience, and qualifications should be considered. However, it is normal procedure and expected that the examiner occupy the other pilot crewmember station.

(2) When an examiner agrees to give the practical test from a designated jump seat or place in the cabin from which the applicant can be adequately observed, the examiner must conduct a preflight briefing with the applicant and the other pilot about safety precautions, procedures, duties, and responsibilities of each crewmember before beginning the flight portion of the practical test.

*C. Examiner Station in an Aircraft Requiring a Flightcrew of Two or More.* During practical tests given on aircraft requiring a flightcrew of two or more, the examiner should give the practical test from a designated jumpseat or place in the cabin from which the flight can be adequately observed. When an examiner conducts a practical test from a jumpseat or station in the cabin, a pilot who is qualified to act as PIC in that aircraft must occupy a pilot seat.

(1) This arrangement allows the examiner to devote full attention to the practical test rather than being involved with performing the duties of a flight crewmember. It also allows the examiner to assess the command ability of the applicant and to observe crew coordination.

(2) This is not intended to preclude an examiner from electing to occupy a pilot seat during the practical test. Consideration should be given to such factors as aircraft seating configuration, the examiner's personal knowledge of the person proposing to occupy the pilot seat, and the examiner's skills, recent experience, and qualifications.

*D. Examiner Elects to Serve as a Required Crewmember.* Examiners must observe special considerations when electing to serve as a required flight crewmember during a practical test. In addition to being appropriately rated and holding a current medical certificate, the examiner must also be current IAW 14 CFR §§ 61.55, 61.56, 61.57, 61.58, and 91.109(c), as applicable. Due to liability considerations, the FAA strongly recommends that examiners not conduct practical tests in which they will serve as a required crewmember.

*E. NDPE/FEER Examiners.* An NDPE/FEER examiner must meet the requirements of all applicable regulations, including § 61.58, to conduct a practical test from the pilot seat of a vintage airplane except in unusual circumstances where no qualified and current examiners are available for that aircraft.

(1) When there are no qualified and/or current examiners available for a vintage aircraft, the best qualified NDPE/FEER examiner may apply to the NDPE/FEER Manager, AFS-800, for an LOA to conduct the required tests.

(2) Except as stated in subparagraph (1), under no circumstances may an NDPE/FEER examiner conduct a practical test from the pilot seat of a vintage airplane unless that examiner is qualified and current to act as PIC of that aircraft.

(3) An NDPE/FEER examiner may conduct a practical test from the jumpseat of a vintage airplane in which the examiner is qualified but not current if:

(a) The examiner is type rated in the airplane;

(b) The examiner is authorized as an NDPE/FEER examiner to give practical tests in that airplane;

(c) The examiner holds the current § 61.58 proficiency check in any vintage airplane;

(d) A qualified and current PIC occupies a pilot seat.

(4) The NDPE/FEER examiner does not need a current § 61.58 proficiency check in the vintage airplane in which the test is to be conducted if the test is conducted from the jumpseat and all conditions in subparagraph (3) are met.

(a) The applicant and the qualified/current PIC must be thoroughly briefed by the NDPE/FEER examiner regarding PIC responsibilities, the respective duties of each participant during the flight, and the procedures to be used during the test.

(b) All three pilots must understand the briefing and be in agreement regarding PIC responsibility and all of the points covered in the briefing.

*F. Other Commercial Flying.* If an examiner administers a practical test from a jumpseat or cabin station of an aircraft requiring a flightcrew of two or more, or from a pilot seat of an aircraft requiring a flightcrew of only one pilot, flight time accrued as an examiner is not deemed to be other commercial flying with respect to the flight and duty time limitations stated in 14 CFR parts 121, 125, and 135. However, if an examiner serves as a required crewmember during a practical test on an aircraft requiring a flightcrew of two or more, that flight time is deemed to be other commercial flying.

**6. CARRIAGE OF PASSENGERS DURING PRACTICAL TESTS.** The practice of carrying persons other than those participating in the practical test must be limited to individuals who have a legitimate interest in the practical test.

*A. Authorized Persons.* Persons who may be carried during a practical test include:

- (1) Persons preparing for a similar practical test.
- (2) Authorized instructors assigned to similar flight training activities.
- (3) The applicant's instructor.
- (4) Examiners who are authorized to conduct similar practical tests or examiner candidates.

(5) Chief pilots or instructors for flight schools and corporate operators.

(6) Owner/operators of the aircraft.

(7) Aviation safety inspectors (ASI).

*B. Unauthorized Persons.* Examples of unauthorized persons are non-flying relatives of the applicant, persons not involved in a flight training program, non-flying employees, or friends of the owner/operator.

*C. Consent for Passenger Carriage.* The carriage of authorized persons must have the consent of the applicant, the examiner, and the owner/operator.

*D. Additional Crewmembers.* In some aircraft, tasks such as simulated equipment failures or emergency procedures may make it momentarily difficult for the flightcrew and the examiner to maintain good vigilance to situations outside the aircraft. In such cases, the examiner may request that a qualified observer be provided to assist in maintaining a constant watch for other air traffic.

**7. AIRCRAFT USED FOR PRACTICAL TESTS.** An applicant for an airman certificate or rating must furnish an airworthy aircraft appropriate for the certificate or rating sought. At the examiner's discretion, this includes U.S. military aircraft, certain experimental aircraft that can be identified as a category and class of aircraft (if class of aircraft is appropriate) under 14 CFR § 61.5, or properly certificated aircraft of foreign registry.

*A. U.S. Military Aircraft.* An acceptable U.S. military aircraft is one that is under the direct operational control of the U.S. military (e.g., Regular, Reserve, National Guard, or U.S. Coast Guard) forces. Former U.S. military aircraft that are not under the direct operational control of the U.S. military forces may not be used for practical tests, unless the aircraft holds a U.S. airworthiness certificate and can be identified as a category and class of aircraft (if class of aircraft is appropriate) under § 61.5. U.S. military aircraft or former U.S. military aircraft used by an applicant for a practical test must be capable of performing all operations and tasks required by the PTS. The applicant must not be restricted from accomplishing the required maneuvers and procedures by military directives or aircraft limitations.

(1) The examiner must advise an individual who requests a practical test in a U.S. military aircraft that the applicant must provide a letter from the commanding

officer or the operations officer of the U.S. military organization having jurisdiction over that aircraft. The letter must state that the applicant is authorized to use the aircraft for a practical test from the FAA and that all maneuvers required for the test are authorized to be conducted in the aircraft.

(2) Without the official, original letter accompanying the application, an examiner must not conduct any part of a practical test involving a U.S. military aircraft/simulator.

(3) A clear understanding of responsibility between the examiner and the U.S. military organization must be maintained so that no question of accident or injury claim liability exists.

*B. Military Aircraft with No Civil Counterparts.* An area of concern is the administration of an Airline Transport Pilot (ATP) certification practical test in a large U.S. military aircraft for which there is no civil counterpart (for example, F-4, A-10, T-38, and UH-60). Tests may be given in such aircraft even though an aircraft type rating is not concurrently issued. The aircraft must be able to perform all flight maneuvers and all equipment must be functional before flight. Additionally, the aircraft must be properly equipped to accommodate an examiner. If an examiner receives a request for a practical test in a U.S. military aircraft for which there is no civil counterpart, the examiner must coordinate with the supervising FSDO to ensure that all aircraft requirements are met and that the correct limitations for the certificate are determined. There are provisions for practical tests in vintage/surplus U.S. military aircraft under the NDPE/FEER Program.

*C. Experimental Aircraft.* An applicant may request a practical test in an experimental aircraft. The aircraft may be certificated as amateur-built or for exhibition purposes. An examiner may conduct a practical test in such experimental aircraft provided that all the following conditions are met:

(1) The examiner is willing to conduct the test.

(2) The applicant is not prohibited from accomplishing the required tasks by the operating limitations issued for the experimental aircraft.

(3) If the experimental aircraft is not capable of performing all required tasks, another aircraft of the same category, class, and type, as appropriate, must be provided

for those tasks that cannot be accomplished in the experimental aircraft.

*D. Self-Launching Gliders.* Aircraft that have been certificated as gliders with self-launching capability cannot be used for a practical test for an airplane category. There are no dual airplane/glider category designations. The examiner can determine the category of an aircraft by examining the aircraft airworthiness certificate or type certificate data sheet (TCDS).

*E. Aircraft Limitations.* A limitation will be placed on an applicant's pilot certificate if the applicant provides an aircraft that has operating characteristics that preclude it from performing all the tasks required during the practical test (per 14 CFR § 61.45(b)(2)). However, this situation and the kind of aircraft to be used must be specifically identified and approved by the FAA, General Aviation and Commercial Division, AFS-800, at 800 Independence Avenue SW., Washington, DC 20591 (phone: (202) 267-8212) on a case-by-case basis.

(1) For the record, AFS-800 generally disapproves the use of such aircraft, but it may grant approval on a case-by-case basis.

(2) For example, in the past, AFS-800 has approved the Ercoupe 415B for use in a practical test. Persons seeking to use an Ercoupe 415B for a practical test would receive the limitation "Limited to Ercoupe 415B Without Rudder Pedals."

*F. Public Aircraft.* IAW Title 49 of the United States Code (49 U.S.C.) § 40102(a)(37), public aircraft are aircraft owned and operated by a state government, the District of Columbia, or a territory or possession of the United States or a political subdivision of one of those governments, except as provided in 49 U.S.C. § 40125(b). Title 49 U.S.C. § 40125(b) provides, in pertinent part, that an aircraft described in 49 U.S.C. § 40102(a)(37)(A), (B), (C), or (D) does not qualify as a public aircraft under such section when the aircraft is used for commercial purposes or to carry an individual other than a crewmember or a qualified non-crewmember.

(1) Public aircraft that do not hold an FAA airworthiness certificate are not authorized for use in a practical test. A pilot may not use a public aircraft that does not hold an FAA airworthiness certificate for a practical test or for maintaining recency of experience under part 61.

(2) IAW Public Law (PL) 106-424, Sec. 14, Crediting of Law Enforcement Flight Time, if a pilot for a federal, state, county, or municipality law enforcement agency is engaged in a law enforcement flight activity in a public aircraft, the pilot may log that flight time for the purposes of 14 CFR § 61.51(a)(1) and (2). However, IAW PL 103-411 and 49 U.S.C. § 40102, a public aircraft is not authorized to be used for the purposes of receiving pilot training for the furtherance of a certificate, rating, or recency of experience or for conducting a practical test for an airman certificate or rating.

**8. AIRCRAFT EQUIPMENT.** Except as provided by 14 CFR § 61.45(b)(2), an aircraft furnished for a practical test by an applicant must have the equipment required to accomplish each area of operation on the practical test. The applicant may need to use two or more aircraft to accomplish all of the practical test requirements (for simulated instrument flight, see the additional requirements of 14 CFR § 61.45(e)(2)).

*A. Adequate Visibility.* The aircraft must have pilot seats with adequate visibility for safe operation and, when the examiner conducts the test from a jumpseat, have cockpit and outside visibility adequate for the examiner to evaluate the applicant's performance.

*B. View Limiting Device.* During the practical test for an instrument rating or other certificates/ratings requiring a demonstration of instrument proficiency, the applicant must provide equipment, satisfactory to the examiner, which prevents flight by visual reference.

*C. Required Controls.* An aircraft (other than lighter-than-air) must have engine power and flight controls that are easily reached and operable in a conventional manner by both pilots, as provided by 14 CFR § 61.45(c), unless the examiner determines that the practical test can be conducted safely without them.

*D. Aircraft with Single Controls.* At the discretion of the examiner, an aircraft furnished by the applicant may have a single set of controls. Tests for the addition of aircraft category, class, or aircraft type ratings to private and commercial pilot certificates may be conducted in single-control aircraft under the provisions of 14 CFR § 61.45(e).

*E. Aircraft with Stability Control Augmentation Systems.* Some aircraft are equipped with stability and augmentation systems which are designed to operate at all times when the aircraft is in flight. Aircraft equipped with

such devices may be used on practical tests if they are operated IAW the manufacturer's recommendations and the appropriate operating limitations.

## **9. FLIGHT SIMULATORS, FLIGHT TRAINING DEVICES, AND PERSONAL COMPUTER BASED AVIATION TRAINING DEVICES.**

*A.* All flight simulators and flight training devices used for training or testing during a practical test must be qualified and approved IAW 14 CFR § 61.4(a).

*B.* A Qualification and Approval of Personal Computer-Based Aviation Training Devices (PCATD) is not authorized to be used for a practical test. A PCATD is only authorized for use for training and IAW AC 61-126, Qualification and Approval of Personal Computer-Based Aviation Training Devices.

## **10. ENGINE SHUTDOWN ON MULTIENGINE AIRPLANES DURING THE PRACTICAL TEST.**

*A. Preflight Discussion Item.* An examiner who conducts a practical test in a multiengine airplane must discuss methods of simulating engine failure with the applicant during the required preflight briefing. The examiner and the applicant must discuss and follow the aircraft manufacturer's recommended procedures.

*B. Feathering Propellers.* An appropriately equipped airplane must be provided by the applicant.

(1) The feathering of one propeller must be demonstrated in flight in multiengine airplanes equipped with propellers which can be feathered and unfeathered. However, as is the case for all practical tests, the PTS requires that the applicant bring an aircraft that is "capable of performing all appropriate tasks for the certificate or rating and have no operating limitations that prohibit the performance of those tasks."

(2) If due to environmental considerations the feathering demonstration cannot be safely performed, a letter of discontinuance must be issued.

(3) A propeller that cannot be unfeathered during the practical test must be treated as an emergency.

(4) Feathering and engine shutdown must be performed at altitudes, in areas, and from positions where

safe landings on established airports can be readily accomplished.

*C. Simulated Engine Failure.* At altitudes lower than 3,000 feet above the surface, simulated engine failure must be performed by adjusting the throttle to simulate zero thrust. This safety provision does not negate the PTS that requires testing of the task "Maneuvering with One Engine Inoperative" 3,000 feet above the surface.

**11. STRUCTURE OF THE PRACTICAL TEST.** The practical test consists of a demonstration of aeronautical knowledge and skill. The two demonstrations are not intended to be separate tests. They should be conducted concurrently.

*A. Number of Practical Tests Per Day.* An examiner must not conduct more than two original airman certification practical tests (i.e., initial issuance of a Recreational Pilot Certificate, Private Pilot Certificate, Commercial Pilot Certificate, ATP Certificate, Flight Instructor Certificate, Flight Engineer Certificate, or Instrument Rating) in any 24-hour period, unless that examiner has received written permission from the supervising FSDO. A practical test in this paragraph means a certificate action that is completed (i.e., issuance of FAA Form 8060-4, FAA Form 8060-5, or a letter of discontinuance).

*B. Demonstration of Aeronautical Knowledge.* The demonstration of aeronautical knowledge consists of a question and answer exchange between the examiner and the applicant. The knowledge which should be tested is identified in the applicable PTS and part 61. It is required that the oral portion of the practical test precede the flight/simulator portion of the practical test.

(1) Trick questions will be avoided. The correct answers to all questions must be available in the regulations, AFM, or other references listed in the applicable PTS.

(2) The examiner should maintain a relaxed atmosphere. The Examiner must not give an applicant training during the practical test. If the applicant consistently gives incorrect, confused, or unrelated answers to the examiner's questions, a notice of disapproval of application must be issued. An applicant must meet the acceptable standards of knowledge on each task.

(3) It is not uncommon for only one or two incorrect answers to require the issuance of a notice of disapproval during the oral portion of a practical test. For example, an applicant may be asked a scenario kind of question to explain his/her actions on a cross-country flight. If the applicant were to state that an ATC clearance is not required for operation in Class B airspace then it may be appropriate for an Examiner to allow the applicant to complete his/her explanation. The Examiner should then follow up with another scenario kind of question about operations into Class B airspace to determine whether the applicant's knowledge was satisfactory or unsatisfactory. If after that question the Examiner is certain that the applicant's knowledge is unsatisfactory or incomplete, then the practical test would be terminated and a notice of disapproval should be issued. This same example could apply to scenario based questions that produce incorrect responses about visual flight rules (VFR) weather minimums, aircraft limitations, etc.

*C. Airman Knowledge Test Report.* An examiner conducting a practical test must note the failed areas coded on the applicant's knowledge test report to identify possible deficiencies which may affect the applicant's flight performance. Examiners should have a current copy of AC 60-25, Reference Materials and Subject Matter Knowledge Codes for Airman Knowledge Testing. The instructor must endorse the applicant's logbook or training record attesting that the applicant has received the required training.

*D. Testing More than One Applicant at a Time.* Except in the circumstances listed below, applicants must be tested individually and separately. The FAA has determined this practice of restricting simultaneous testing ensures confidentiality and the quality of the test. Only the supervising FSDO may approve simultaneous testing, and only under the following conditions:

(1) Simultaneous testing must be limited to the oral portion of an aircraft type rating practical test.

(2) No more than two applicants may be tested simultaneously, and only if they were trained in the same aircraft and training course. If an applicant prefers to be tested separately, the examiner must conduct the test individually.

(3) Simultaneous testing may not be permitted for the original issuance of the grade of pilot certificate (i.e.,

private pilot certificate, commercial pilot certificate, or ATP certificate).

(4) An example where simultaneous testing may be permitted is a practical test for aircraft type rating for a Learjet 35 type rating (meaning an aircraft that requires two pilot crewmembers) that involves two applicants.

*E. Demonstration of Aeronautical Skill.* The demonstration of aeronautical skill is the flight/simulator portion of the practical test where the applicant demonstrates flight proficiency for the certificate or rating sought.

(1) The PTS details the areas of operation and tasks required for the certificate or rating. If the applicant does not meet the standards of performance of any task performed, the area of operation is failed and, therefore, the practical test is failed. The applicant is not eligible for the certificate or rating until the failed area of operation is passed on a subsequent test.

(2) The examiner or the applicant may discontinue the test at any time when the failure of a required area of operation makes the applicant ineligible for the certificate or rating sought. If the test is discontinued, the applicant must receive credit for only those areas of operations which were successfully performed. With the consent of the examiner, the applicant may also elect to continue the test after failing a required task. The applicant must receive credit only for those areas of operations which are satisfactorily completed.

## **12. PRACTICAL TEST DISCONTINUANCE.**

Environmental, mechanical, or personal situations can occur which could cause the test to be discontinued. In such cases, the examiner should assure the applicant that he/she has not failed the practical test and should attempt to reschedule the test as soon as possible. Some of the reasons for discontinuance of a practical test are weather, mechanical problems, or incapacitation of the applicant or examiner after the test has begun.

*A. Incomplete Practical Test.* On the day of the practical test, if extenuating circumstances occur, the examiner may elect, with the applicant's concurrence, to begin the test anyway with the intention of completing the test at a later date. However, when the test is discontinued, the applicant must be issued a letter of discontinuance.

*B. Letter of Discontinuance.* When a practical test is discontinued for reasons other than unsatisfactory performance, FAA Form 8710-1 and the knowledge test report (if applicable) should be returned to the applicant. At that time, the examiner signs and issues a letter of discontinuance identifying the portions of the practical test that the applicant successfully completed. The examiner should retain a copy of the letter (see Figure 5-2).

(1) Within 60 days of the original date of application, the applicant may use the letter to show an examiner which portion of the practical test was successfully completed. The letter must be included in the applicant's certification file.

(2) When more than 60 days have elapsed since the original date of application, the examiner must test the applicant on all areas of operation required for that certificate or rating.

*C. Examiner Authority to Reexamine.* Whenever the examiner has reason to doubt the applicant's competence in areas for which the applicant received credit during a previous practical test, the examiner must reexamine the applicant on all areas of operation required for that certificate or rating.

**13. REPEATING MANEUVERS ON PRACTICAL TESTS.** A maneuver that is not performed to the required standards during a practical test must not be repeated unless one of the following conditions applies.

*A. Discontinuance of the Maneuver.* A maneuver may be discontinued for a valid safety reason (i.e., an approach to a landing is aborted and the applicant executes a go-around or other procedure to modify the originally planned maneuver).

*B. Collision Avoidance.* The performance of a maneuver may be interrupted due to the applicant's action to avoid other traffic or the examiner's intervention on the flight controls to avoid another aircraft which the applicant could not have seen due to a view limiting device or other factors.

*C. Misunderstood Requests.* A legitimate misunderstanding may occur between the applicant and the examiner when an applicant does not understand the examiner's request. However, the applicant's failure to understand how to perform the maneuver being requested is not grounds for repeating a maneuver.



*D. Other Factors.* A condition which distracts the examiner so that the examiner cannot adequately observe the applicant's performance of the maneuver, such as conflicting traffic or ATC instructions, may occur. If in doubt, continue testing.

**14. PRACTICAL TEST BRIEFINGS.** The examiner must conduct a pretest, preflight and post-flight briefing IAW the Examiner Test Guide (Figure 5-1). These briefings must be accomplished regardless of the experience and abilities of the participants. The preflight briefing must include a discussion of the methods to be used to simulate an engine failure if a multiengine aircraft is to be used for the test. The manufacturer's recommendations must be discussed and used.

*A. Pilot-in-Command.* During the preflight briefing, the examiner must ensure that the applicant understands that he or she will be evaluated on his or her ability to exercise PIC authority.

*B. Safety Pilot.* When an examiner conducts a practical test from a station other than a pilot seat, a qualified pilot must be designated as the safety pilot for the practical test and must occupy a pilot station during the test. When the examiner occupies a pilot station, he or she may perform the role of safety pilot.

(1) The safety pilot protects the overall safety of the flight to whatever extent necessary and ensures that all maneuvers, procedures, and/or alternate courses of action are performed safely.

(2) The examiner, when not occupying a pilot station, must rely on the safety pilot to override any decision by the examiner, the applicant, or other person, if safety requirements demand that action.

*C. Performance Criteria.* The pretest briefing must include a discussion of the applicable PTS which the examiner will use to determine satisfactory performance.

*D. Repetition of Maneuvers.* The preflight briefing must also include a discussion of the circumstances under which a maneuver may be repeated on the test.

**15. SEGMENTED PRACTICAL TESTS (PLANNED).** An examiner may be asked to conduct a practical test as a planned, segmented practical test.

*A.* A segmented practical test normally involves conducting a practical test when an aircraft and a flight simulator (FS)/flight training device (FTD) are used. The recommended and preferred method of conducting a segmented practical test is for the applicant to be administered the oral portion of the practical test first. After the applicant has satisfactorily completed the oral portion of the practical test, the applicant should be administered the FS/FTD portion of the practical test. After the applicant satisfactorily completes the FS/FTD portion of the practical test, the applicant should be administered the flight/aircraft portion of the practical test. However, the FAA recognizes that there may be times when inclement weather or aircraft maintenance discrepancies may cause the order of testing to be altered from the recommended and preferred method.

*B.* The applicant has 60 days from the date the oral portion of the practical test was passed to satisfactorily accomplish the FS/FTD and flight portions of the practical test. The examiner may use oral questioning at any time during the practical test. The applicant is required to present an airman application with the appropriate endorsements to substantiate that portion of the test was satisfactory.

*C.* Examiners may request that the applicant perform maneuvers in the aircraft which were completed satisfactorily during the FS/FTD portion of the test if they desire or need to further test the applicant's competency and proficiency on those maneuvers.

**16. RETEST IN EVENT OF FAILURE.** An applicant who fails a practical test may apply for retesting after receiving the necessary training from an authorized instructor. The applicant must present a logbook or training record endorsement by an authorized instructor who has given the applicant the necessary additional training. On FAA Form 8710-1, the authorized instructor must legibly complete the Instructor's Recommendation block indicating that the applicant is proficient to pass the test. These requirements apply to all retesting after failure, including ATP certificate and aircraft type rating applicants.

**17. ACCIDENTS AND INCIDENTS DURING PRACTICAL TESTS.** If an accident or incident occurs during a practical test, the examiner should ensure that the PIC follows the prescribed procedures for reporting the occurrence. The safeguarding of lives and property is the highest priority. As soon as possible, the examiner must notify the supervising FSDO of the accident or incident.

**18. PRACTICAL TEST STANDARDS.** The regulations specify the areas in which an applicant must demonstrate knowledge and skill before a certificate can be issued. The PTS contain the specific tasks in which knowledge and skill must be demonstrated.

*A. Practical Test Correlation to Part 61.* The areas of operation specified by part 61 for each grade of certificate are encompassed by the areas of operation and tasks contained in the PTS. The flight proficiency required by the regulations is stated in terms of areas of operation. The specific tasks used to ensure competence in the required areas of operation are detailed in the applicable PTS.

*B. Public Availability.* The public may obtain copies of the PTS from the U.S. Government Printing Office, Internet <<http://afs600.faa.gov>>, or from several of the many commercial vendors that sell the PTS to the public.

*C. PTS Introduction.* The introductory section of the PTS gives detailed instructions on the use of the standards for conducting a practical test.

(1) The practical test standards are arranged into sections by specific areas of operation. Areas of operation are phases of flight in a logical sequence, beginning with the preflight preparation and ending with post-flight.

(2) The oral portion of the practical test must be accomplished and satisfactorily completed prior to the aircraft/flight simulator portion of the practical test.

(3) Practical tests must be conducted IAW part 61 and the applicable PTS. In some cases, it may be necessary to use more than one PTS. For example, an aircraft type rating test for an applicant with no instrument rating requires the use of both the instrument rating PTS and the ATP/type rating PTS.

(4) The examiner must not allow the conduct of successive practical tests to degenerate into a predictable pattern that can be recognized by applicants or instructors.

(5) Evaluation of an applicant's performance must be based on the applicant's ability to satisfactorily meet the objectives of each required task.

**19. PREREQUISITES FOR PRACTICAL TESTS.** To be eligible for a practical test, an applicant must meet all requirements of part 61 applicable to the certificate or rating sought and comply with the following prerequisites.

*A. Knowledge Test.* Except as provided by 14 CFR § 61.39(b), the applicant must have passed any required knowledge test within the 24 calendar-months preceding the practical test. An appropriate knowledge test report for the aircraft category and/or rating must be presented to the examiner at the time of application for the practical test (e.g., a private pilot applicant must present a satisfactory private pilot knowledge test report; a commercial pilot applicant must present a satisfactory commercial pilot knowledge test report). (See Figure 5-3.)

(1) The FAA has designated industry entities to give airman knowledge tests through computer testing. These companies issue a computer test report to the applicant upon completion of the test. This report will have an embossed seal, similar to a notary public seal, on it which identifies the computer testing company. Examiners must accept this computer test report and ensure that the applicant's name and identification (i.e., social security number or date of birth) appear on the aeronautical knowledge test results and the embossed seal is legible. Duplicate copies of the report are not acceptable. (See Figure 5-4.)

(2) When a student has graduated from an approved pilot ground school with knowledge test examining authority, that student receives a graduation certificate or a ground school knowledge test report. The ground school knowledge test report or graduation certificate is valid for 24 calendar-months from the date of graduation. (See Figure 5-5.)

(3) When an applicant presents an approved school graduation certificate in lieu of a knowledge test report, the examiner giving the practical test checks the appropriate boxes in the FAA Form 8710-1, Designated Examiner's Report section. The ground school graduation certificate is then returned to the applicant.

(4) When the holder of a ground school knowledge test report or an approved school graduation certificate completes flight training under part 61, the applicant must meet all the certification requirements of part 61. The ground school knowledge test report or graduation certificate is valid for 24 calendar-months from the date of ground school graduation.

(5) When the holder of a ground school knowledge test report or graduation certificate completes flight training in an approved pilot school flight course without practical test examining authority, the applicant must be tested IAW

the appropriate PTS. The ground school knowledge test report or graduation certificate is valid for 24 calendar-months from the date of ground school graduation.

(6) When the holder of a ground school knowledge test report or graduation certificate completes training in a 14 CFR part 141 pilot school flight course with examining authority, the applicant, upon graduation from that course, is eligible to receive the airman certificate or rating sought without further testing by the FAA. Such applicants must apply for the certificate at a FSDO or with the school's airman certification representative. IAW 14 CFR § 61.71, a graduate from such a course has 60 days to apply for the appropriate certificate or rating. After 60 days from the graduation date, the applicant must meet all the requirements of part 61. The ground school knowledge test report or graduation certificate is accepted for 24 calendar-months from the date of graduation.

(7) If the applicant is a graduate of an approved pilot school, the examiner should check the applicant's graduation certificate to ensure that the practical test can be passed within 60 days from the date on the graduation certificate. If not, the applicant must apply for the pilot certificate or rating under part 61 and meet all the applicable aeronautical experience requirements under part 61 for the pilot certificate or rating sought.

*B. Medical Certificate.* If any portion of the practical test is being performed in an aircraft, an applicant for original issuance of an airman certificate or a rating to be added to an existing certificate (except for a glider category rating or a balloon class rating) must hold at least a third-class medical certificate. An applicant for an original issuance, renewal, or reinstatement of an instructor certificate is not required to hold a medical certificate; however, the pilot examiner must be the PIC for such practical tests and for this reason may choose not to administer the test. Balloon and glider applicants are no longer required to certify their medical qualification on FAA Form 8710-1 to be PIC for a practical test.

*C. Demonstrated Ability.* If an examiner accepts an application from an airman who has FAA Form 8500-15, the examiner must verify the appropriate limitations relating to the SODA with the FSDO. Any appropriate limitations relating to operational privileges must be placed on any airman certificate issued.

#### *D. FAA Form 8710-1.*

(1) FAA Form 8710-1 must be completed in ink or typewritten and signed by the applicant. Per 14 CFR § 61.39(a)(7), the applicant must complete Section III, Record of Pilot Time. As a special emphasis item, the examiner must review the applicant's aeronautical experience recorded on FAA Form 8710-1 and in the applicant's logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate and/or rating sought.

(a) In Section III on FAA Form 8710-1, Record of Pilot Time, the applicant must list at least the aeronautical experience required for the airmen certificate and rating sought. Graduates of part 141 pilot schools or part 142 training centers must provide their aeronautical experience in Section III even though the graduation certificate is evidence of having completed the course of training.

(b) If aeronautical experience has no bearing on the airman certification action being sought, it is not necessary for an applicant to complete Section III. For example, flight instructor renewal applications, flight instructor reinstatement applications, ground instructor qualification applications, and pilot type rating applications would be examples for which aeronautical experience would not have a bearing on the airmen certification action; thus, the applicant would not be required to complete Section III of the application. However, all applicants are encouraged to complete Section III because it remains on file with the FAA and can be used to substantiate past aeronautical experience in the case of a lost logbook.

(2) For practical tests which require an authorized instructor's endorsement (per 14 CFR § 61.39(a)(6)), an appropriately rated and qualified instructor must complete and sign the Instructor's Recommendation section. The examiner must verify that the required aeronautical experience/flight training has been logged within the 60 days preceding the date of application.

(3) For an applicant applying for an added aircraft type rating to be placed on a private, commercial, or ATP certificate or for the original issuance of an ATP certificate, the Instructor's Recommendation section of the form need not be signed. However, the applicant must have the appropriate endorsements in the applicant's logbook or training records from an authorized instructor.

*E. Airman Records/Logbooks.* An applicant for a certificate or rating for which there are aeronautical training

and experience requirements must present a reliable record to the examiner which clearly shows the accomplishment of those requirements. The examiner must verify that the applicant meets all eligibility and experience requirements for the certificate or rating sought.

(1) Where required by the rules in part 61, an authorized instructor's endorsement is required in the applicant's logbook or training record.

(2) An authorized instructor's endorsement is required to show the training time accomplished for each session.

(3) Where required by the rules in part 61, the applicant applying for an added aircraft type rating or for the original issuance of an ATP certificate in an aircraft requiring an aircraft type rating must have the appropriate endorsement in the applicant's logbook or training records from an authorized instructor.

(4) If the applicant presents reconstructed records, U.S. military records, or the examiner cannot positively determine the applicant's eligibility, the examiner should contact the supervising FSDO for guidance.

(5) The examiner should sign an entry in the applicant's records after the practical test. That entry must show the type of test, the duration of the flight portion, the outcome of the test, and the examiner's designation number.

**20. VERIFICATION OF AN APPLICANT'S IDENTITY.** The examiner must request positive identification from each person presenting FAA Form 8710-1.

*A. Deficiencies.* The Drug Enforcement Assistance Act of 1988 identified the following deficiencies with regards to the issuance of airman certificates:

(1) The use of fictitious names and addresses by applicants for certification.

(2) The use of stolen or fraudulent identification in applying for certificates or ratings.

(3) The use of a post office box or mail drop as a return address for the purpose of evading identification of the applicant's address.

(4) The use of counterfeit or stolen airman certificates.

(5) The absence of information concerning physical characteristics of holders of airman certificates.

*B. Applicant Identification Procedures.* To ensure proper identification of pilot certificate applicants so that the FAA may address deficiencies specified in the Drug Enforcement Assistance Act, the FAA has implemented the following procedures for FSDOs and pilot examiners:

(1) All applicants for airman certificates must apply in person and present a positive, valid identification at the time of application. The identification presented must include a photograph of the applicant, the applicant's signature, and the applicant's actual residential address (if different from the mailing address). This information may be presented in more than one form of identification. Acceptable methods of valid identification include, but are not limited to, driver's license, government identification cards, passports, and U.S. military identification cards. Some applicants may not possess the identification documentation described. In the case of an applicant under age 21, the applicant's parent or guardian may accompany the applicant and present information attesting to the applicant's identity. If this is done, a statement to that effect will be submitted for enclosure in the airman's permanent record.

(2) A temporary mailing address for delivery of the certificate may be indicated on a separate statement attached to the application. However, the address required for official record purposes as shown on an airman application for a certificate must represent the airman's actual permanent residential street address, including apartment number, etc., as appropriate. An alternate mail delivery service address (commercial mail box provider), flight school, airport office, etc., is not acceptable. A post office box or rural route number is not acceptable as permanent residence on an application unless there are unavoidable circumstances that require such an address. An applicant residing on a rural route, in a boat or mobile (recreational) vehicle, or in some other manner that requires the use of a post office box or rural route number for an address must attest to the circumstances by signing a statement on a separate sheet of paper. The information provided must include sufficient details to ensure identification of the geographical location of the airman's residence. If necessary to positively identify the place of residence, the applicant may be required to provide a hand-

drawn map that clearly shows the location of the residence. When the residence is a boat or other mobile vehicle, the registration number, tag number, etc., and dock or park location must be provided. When applying for the practical test for an airman certificate, a post office address may be specified for use on the certificate issued. A signed request must be submitted with the application for this purpose. The permanent residence address must be shown in the manner specified above. The examiner attaches this paper to FAA Form 8710-1.

(3) The examiner records the form of identification submitted, the identifying number on the document, and its expiration date if applicable, in the space provided on FAA Form 8710-1. In addition, the examiner should enter the applicant's telephone number and e-mail address on the back page of the application.

*C. Applicant Identification Anomalies.* When an applicant presents an unacceptable form of identification, examiners should be alert for fraudulent or altered forms of identification or other irregularities which may indicate an attempt to falsely represent the applicant's identity. Examiners must report immediately any such indication to the supervising FSDO. Title 49 U.S.C. makes willful or fraudulent misrepresentation for the purpose of applying for any FAA certificate grounds for criminal penalties of up to \$15,000 and 3 years imprisonment or, if connected with transportation of controlled substances by aircraft, fines of up to \$25,000 and 5 years imprisonment.

**21. ILLEGAL SUBSTANCE CONVICTION.** FAA Form 8710-1, Block U, states the question, "Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?" The applicant must check "No" or "Yes" as appropriate.

*A. "No" Checked.* If "No" is checked, the examiner conducts the practical test. If it is later determined that the applicant should have checked "Yes," the FAA will take appropriate action.

*B. "Yes" Checked.* If the applicant checks "Yes," the applicant must indicate the date of final conviction. The examiner must determine whether the date of final conviction was more or less than 1 year from the date of application and proceed as follows:

(1) If the date of final conviction is more than one year before the date of application and has been previously

indicated, the applicant should indicate "No Change" in the block. The examiner must conduct the practical test and, if appropriate, issue the airman certificate as usual.

(2) If the date of final conviction is less than 1 year before the date of application, the examiner must decline the application, take no certificate action, and perform no testing of the applicant IAW the provisions of 14 CFR § 61.15(a)(1).

**22. COMPLETION OF FAA FORM 8710-1, AIRMAN CERTIFICATE AND/OR RATING APPLICATION.** Any airman certification activity which affects a pilot certificate or rating requires that the applicant requesting the action complete FAA Form 8710-1. The FAA's Airmen Certificate and/or Rating Application (ACRA) and Integrated Airmen Certificate and/or Rating Application (IACRA) systems are authorized for use, and may be used by ASIs and examiners for processing applications.

*A. Instructions.* Instructions for completing FAA Form 8710-1 are included on a perforated preface attached to the form. Figure 5-6 contains a sample of a correctly completed FAA Form 8710-1. AFS-760 may accept an approved computer-generated or photocopied FAA Form 8710-1. The form should be printed or copied on both sides of a single sheet of paper. If printed or copied on two separate sheets of paper, the applicant's name, date of birth, and certificate number must be printed on both pages. If a computer-generated form is used, it must have the same formatting, font, density, and size and must be identical to the FAA form in current use. The form cannot be altered by any print process or computer system. The software program must be identified as a commercial form bearing the name and address of the company.

*B. Special Emphasis Items.* Examiners should pay particular attention to the following items.

(1) An applicant must complete FAA Form 8710-1 for each airman certification activity which affects a pilot certificate or rating (e.g., a combined commercial pilot certification and instrument rating practical test requires completion of two FAA Forms 8710-1).

(2) In Section I, block B, the social security number (SSN) is optional. If the SSN is unavailable for FAA use, the applicant enters "Do Not Use." If the applicant does not have an SSN, the applicant enters "None." In these cases, the pilot certificate number is issued by AFS-760. In these

cases, a unique number is assigned to the airman's record by AFS-760 for tracking purposes only.

**NOTE: However, do not leave this area blank.**

(3) In Section I, block H, the applicant must indicate height in inches. No fractions of inches may be used. Foreign applicants must convert to U.S. measurements (1 inch = 2.54 centimeters; 1 centimeter = .3937 inches).

(4) In Section I, block I, the applicant must indicate weight in pounds. No fractions of a pound may be used. Foreign applicants must convert to U.S. measurements (1 pound = .4536 kilograms; 1 kilogram = 2.20 pounds).

(5) In Section I, block U, the applicant must check "Yes" or "No" in answer to the question regarding a conviction for violation of statutes relating to narcotic drugs or substances. If "Yes" is checked, the applicant must supply the date of final conviction. If the applicant has been charged, but not convicted, the applicant should check "No" in response to this question. (See paragraph 21B(2) above.)

(6) In addition to block A in Section II, block B must be completed by an applicant who does not hold a standard U.S. commercial pilot certificate but satisfies the requirements for an ATP certificate on the basis of military competence.

(7) In addition to block A in Section II, block D must be completed by an applicant who does not hold a standard U.S. commercial pilot certificate but satisfies the requirements for an ATP certificate on the basis of an unrestricted foreign commercial pilot license and instrument rating or foreign ATP license.

**NOTE: Refer to chapter 21 for guidance information on the issuance of U.S. pilot certificates that are based on a person holding a foreign pilot license.**

(8) IAW § 61.39(a)(7), an applicant must complete Section III. Graduates of 14 CFR part 141 pilot schools or part 142 training centers must provide their flight time in this block. Section III, Record of Pilot Time, on FAA Form 8710-1 must be accurately and fully completed. Completion of Section III, Record of Pilot Time, on FAA Form 8710-1 is not required if the aeronautical experience has no bearing on the airman certification action being applied for.

(a) In Section III on FAA Form 8710-1, the applicant must list at least the aeronautical experience required for the airmen certificate and rating sought. Graduates of part 141 pilot schools or part 142 training centers must provide their aeronautical experience in Section III even though the graduation certificate is evidence of having completed the course of training.

(b) If aeronautical experience has no bearing on the airman certification action being sought, it is not necessary for an applicant to complete Section III. For example, flight instructor renewal applications, flight instructor reinstatement applications, ground instructor qualification applications, and pilot type rating applications would be examples for which aeronautical experience would not have a bearing on the airmen certification action; thus, the applicant would not be required to complete Section III of the application. However, all applicants are encouraged to complete Section III because it remains on file with the FAA and can be used to substantiate past aeronautical experience in the case of a lost logbook.

(c) In some instances, there may be a need for the applicant to make pen-and-ink changes in Section III on FAA Form 8710-1, may be necessary in order to permit the applicant to enter the specific aeronautical experience required by the regulations. In other instances, it may be more appropriate to list the required aeronautical experience, certified by the applicant's signature, on a separate sheet which is then attached to the application.

(d) AFS-760 will accept FAA Form 8710-1 either with clearly legible pen-and-ink changes to the boxes in Section III on FAA Form 8710-1, showing the required pilot aeronautical experience or with a legible attachment to the form, certified by the applicant's signature, showing the required aeronautical experience.

(9) In the Designated Examiner's Report section on the reverse side of the form, the examiner must certify, by checking the appropriate box, that the examiner has personally reviewed the applicant's pilot logbook and/or training record and certifies that the individual meets the pertinent requirements of part 61 for the pilot certificate or rating sought. The term "logbook" means any reliable record. This box must be checked for graduates of part 141 pilot schools to show compliance with 14 CFR § 61.71.

(a) If applicable, the examiner also checks the box indicating that the examiner has reviewed the

applicant's graduation certificate, found it to be in order, and returned the certificate to the applicant.

(b) At the conclusion of the practical test, the examiner checks the box indicating that the examiner has personally tested and/or verified this applicant IAW the pertinent procedures and standards. The pertinent procedures and standards are those in the appropriate PTS.

(c) The examiner then checks the appropriate box to indicate approval or disapproval of the application.

(d) The examiner must complete all remaining applicable blocks in the Designated Examiner's Report section. If more than one aircraft was used, the type/registration numbers of all aircraft used must be provided. Under "Location of Test," the term "Facility" refers to the name of the airport from which the test originated or, in the case of a practical test in a balloon, the name of the town nearest to the launch site.

(10) The examiner must complete and sign the appropriate lines in the Evaluator's Record for the ATP/Rating Only section for an applicant applying for an ATP certificate and/or an aircraft type rating, even if the aircraft type rating is applied for at the commercial or private level. An ATP/E also completes the Designated Examiner's Report section.

(11) Except for Airman Certification Representatives (ACR) and Flight Instructor Renewal Examiners (FIRE), examiners do not normally mark any blocks/boxes in the "Aviation Safety Inspector or Technician Report" section of the FAA Form 8710-1. Where and when appropriate, ACRs and FIREs are authorized to complete the following areas in the "Aviation Safety Inspector or Technician Report" section of the FAA Form 8710-1: "Flight Instructor's" box, "Renewal" box, "Instructor Renewal Based" area by completing either "Activity" box or "Training Course" box, as appropriate. The areas identified as "Training Course (FIRC) Name" block, "Graduation Certificate No." block and "Date" block will be completed when the renewal is based on graduation from a Flight Instructor Refresher Clinic.

(12) The examiner checks the appropriate boxes and enters the required information on each line for applicant identification in the Attachments section.

(13) If the applicant is a graduate of an approved pilot school, the examiner should check the applicant's

graduation certificate to ensure that the practical test can be passed within 60 days from the date on the graduation certificate. If not, the applicant must apply for the pilot certificate or rating under part 61 and meet all the applicable aeronautical experience requirements under part 61 for the pilot certificate or rating sought.

*C. Change of Name.* An examiner must compare the applicant's name on FAA Form 8710-1 and the name on the person's current certificate, if any. If the applicant's name has changed since the current certificate was issued, the examiner must refer the applicant to the FSDO. The FSDO will process the applicant's request for a change to personal data and issue a temporary airman certificate bearing the applicant's correct name. After this is accomplished, the examiner may accept the airman's FAA Form 8710-1 for the practical test.

**23. PREPARATION OF THE CERTIFICATION FILE.** The examiner who conducts a certification practical test is responsible for the completeness and accuracy of the certification file. The examiner must not accept FAA Form 8710-1 until the examiner has determined that the applicant is eligible for the certificate or rating sought. A practical test begins when the examiner accepts the airman's application. At the conclusion of the practical test, the examiner must complete the certification file, indicating approval or disapproval of the application, as appropriate.

*A. Approved FAA Form 8710-1.* The examiner must approve FAA Form 8710-1 for an airman certificate and/or rating and issue a temporary airman certificate only after the examiner determines that:

(1) The applicant meets all the prerequisite eligibility requirements and has satisfactorily met the applicable PTS;

(2) The prepared temporary airman certificate bears the correct ratings and limitations; and

(3) The certification file is accurate and complete.

*B. Disapproved Application.* If the examiner disapproves an application, the examiner prepares FAA Form 8060-5.

(1) A legible original of FAA Form 8060-5 is made a part of the certification file.

(2) The examiner ensures that the certification file is accurate and complete.

**C. Disposition of File.** The examiner must mail the completed certification file to the supervising FSDO within 5 business days after completion of the practical test. If the certification is accomplished by the ACRA or IACRA process, the file may be processed directly to AFS-760 instead of through the supervising FSDO. Either way, the files must be processed within 5 business days after completion of the practical test.

**D. NDPE/FEER Examiners.** An NDPE/FEER examiner who conducts a practical test in a vintage airplane under the provisions of the NDPE/FEER Program must mail the completed certification file to the FSDO holding the examiner's certificate of authority, regardless of where the test was conducted, not later than 5 calendar-days after the completion of the practical test. NDPE/FEER examiners who use ACRA may send the completed file directly to AFS-760.

**24. REVIEW OF AN EXAMINER'S DECISION.** An applicant who is not satisfied with an examiner's decision may obtain another practical test or appropriate reevaluation from an ASI without prejudice. In such cases, the applicant must be given the complete test, including any areas of operation already approved by the examiner. The applicant must prepare a new FAA Form 8710-1, and the ASI must complete a new certification file. Following the test, both the examiner's and the ASI's certification files are forwarded to AFS-760. The ASI's report determines if a certificate is issued. The ASI should discuss the test results with the examiner.

**25. ISSUANCE OF FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE.** An examiner must issue an FAA Form 8060-4 each time the examiner issues or reissues an airman certificate.

**A. Preparation of FAA Form 8060-4.** Information entered on FAA Form 8060-4 must match the information contained on the applicant's Airman Certificate and/or Rating Application, not the data on the superseded certificate. All entries made on FAA Form 8060-4 must be clear. It is preferable to use capital letters. Because FAA Form 8060-4 is scanned and prepared in duplicate, a sharp, clear original is essential. Examiners must legibly enter their pilot certificate number in the Examiner's Designation No. or Inspector's Reg. No. block on the original copy of FAA Form 8060-4 that is submitted to AFS-760. The typed

original becomes part of the certification file and the carbon copy is given to the applicant. If there are any entries that might be misunderstood, the examiner should write an explanation of the entries on a separate sheet of paper and attach it to the certification file.

(1) When FAA Form 8060-4 changes an airman's certificate to a higher grade, except as noted in subparagraphs (a) and (b) below, all aircraft type ratings shown on the superseded certificate within category and class are brought forward to the higher grade of certificate. If an aircraft type rating on the superseded certificate is limited to VFR, that limitation is carried forward to the higher grade of certificate. (Aircraft type ratings limited to VFR may be upgraded to the ATP level without further testing.)

(2) For U.S. military pilots applying under the provisions of 14 CFR § 61.157(d), an aircraft type rating may be upgraded to the ATP level, provided that person has met the requirements of 14 CFR § 61.73(g).

(3) An aircraft type rating for a single-place (single-pilot station) airplane may not be upgraded to the ATP level.

(4) If an applicant qualifies for more ratings and/or limitations than can be placed on one FAA Form 8060-4, additional temporary airman certificates should be used. Each certificate must fully identify and describe the holder and bear a notation to show how many forms comprise the complete certificate (e.g., Card 1 of 2). (See Figure 5-7.)

**B. Issuance of a Handwritten Temporary Airman Certificate.** An examiner in the field who has no access to a typewriter may issue a handwritten temporary airman certificate provided the examiner prints all necessary information legibly, in ink. The handwritten copy can be issued to the applicant, but a typed original, signed by the issuing examiner, must accompany the certification file. The applicant must sign the handwritten issued certificate.

**C. Reissuance of a Certificate.** Applicants requesting reissuance of an airman certificate to correct or change personal data must be referred to the FSDO.

**26. LIMITATIONS.** Limitations related to a specific grade of certificate are detailed in the chapter for that grade of certificate. The following limitations are general and may apply to more than one grade of certificate.



*A. Hearing- and/or Speech-Impaired Airmen.* If the applicant cannot read, speak, write, or understand English, then the pilot/instructor certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person's pilot/instructor certificate. A medical disability of this kind may require an operating limitation be placed on the person's pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication. The certificates of hearing-impaired and/or speech-impaired airmen must bear the limitation "NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIO." This limitation may be added or removed only by an ASI.

*B. Center Thrust.* A certificate issued for a multiengine class or aircraft type rating based on a practical test in a multiengine airplane which has no published minimum controllable airspeed ( $V_{MC}$ ), as determined by the manufacturer, must bear the limitation "AIRPLANE MULTIENGINE LAND - LIMITED TO CENTER THRUST." (See Figure 5-8.)

(1) To have a center thrust limitation removed from an airman certificate, an applicant must have logged the required training and performed a practical test in a multiengine airplane having a published  $V_{MC}$  as determined by the manufacturer.

(2) The civilian and U.S. military aircraft listed below have no  $V_{MC}$  established by the manufacturer. Other aircraft not listed, and for which there is no published data on  $V_{MC}$ , are also restricted to center thrust only.

- C-336 Cessna Skymaster
- C-337 Cessna Super Skymaster
- T-2B/C Rockwell Buckeye

- T-37 Cessna 318
- T-38 Northrop Talon
- F-4 McDonnell-Douglas Phantom
- F-111 General Dynamics
- F-18A Northrop/McDonnell-Douglas Hornet
- A6-E Grumman American Intruder
- A-10 Fairchild Republic Thunderbolt II
- F-15 McDonnell-Douglas Eagle

(3) The center thrust restriction is not placed on the airman certificate when the airplane has a  $V_{MC}$  established in its type certification data sheet (TCDS) or published in its approved flight manual.

(4) If the holder of a certificate with the center thrust restriction can show that the limitation was issued in error, the limitation can be removed upon application by the airman. A new temporary airman certificate is issued without the center thrust limitation.

(5) The examiner must consult the supervising FSDO if there is any question whether the airplane requires a center thrust limitation. If necessary, the FSDO may contact the FAA, General Aviation and Commercial Division, Certification Branch, AFS-810, at 800 Independence Avenue SW, Washington, DC 20591 (phone: (202) 267-8196 or (202) 267-8212) to inquire whether a certain airplane requires a center thrust limitation.

**27. ISSUANCE OF FAA FORM 8060-5, NOTICE OF DISAPPROVAL OF APPLICATION.** In case of the disapproval of a practical test, the examiner completes FAA Form 8060-5. (See Figure 5-9.)

*A. Preparation of FAA Form 8060-5.* An examiner in the field who has no access to a typewriter may issue a handwritten FAA Form 8060-5 provided the examiner prints all necessary information legibly, in ink. The handwritten copy can be issued to the applicant, but a typed original, signed by the issuing examiner, must accompany the certification file.

*B. Unsatisfactorily Performed or Not Completed Areas of Operation.* Tasks that were unsatisfactorily performed and those areas of operation not completed must be listed on FAA Form 8060-5.

(1) The number of practical test failures by the applicant for the certificate or rating sought must be placed on FAA Form 8060-5 (FIRST FAILURE, SECOND FAILURE, etc.).

(2) If an applicant fails the practical test because of deficiencies listed in 14 CFR § 61.43(a) or a PTS special emphasis item, it must be tied to a specific task and must be noted on FAA Form 8060-5.

*C. Credit Given for Satisfactorily Completed Areas of Operation or Tasks.* An applicant for retesting may receive credit for those areas of operation satisfactorily completed; however, an examiner may re-examine an applicant on any area of operation required for the certificate or rating sought. If an examiner has reason to doubt an applicant's competence in areas of operation for which the applicant received credit during a previous test, or if more than 60 days have elapsed since the previous practical test, the examiner must re-examine the applicant on all areas of operation required for that certificate or rating. Applicants who do not have their FAA Form 8060-5 must take the entire practical test. The applicant may obtain a duplicate FAA Form 8060-5 from AFS-760 or the issuing pilot examiner.

## **28. [RESERVED].**

**29. TITLE 14 CFR PART 141 STAGE CHECKS.** Examiners may conduct part 141 stage checks. Students enrolled in part 141 pilot school courses are required to take stage checks to determine that the student has accomplished the objectives of the completed stages of training.

*A. Syllabus and Course Standards.* Examiners who administer part 141 stage checks must review the pilot school's syllabus and use the appropriate stage completion standards to determine that the student satisfactorily completes the stage check.

*B. Application.* An applicant for a part 141 stage check must present FAA Form 8710-1. The examiner should verify that the form is marked to indicate application for a part 141 stage check and that it indicates the number of the stage to be checked.

*C. Completion of the Form.* The examiner notes on the form the number of the stage check which has been accomplished, the pilot school's name, and the outcome of the stage check (see Figure 5-10). The examiner gives the completed form to the pilot school. If the pilot school is without the services of a chief flight instructor, the examiner makes an additional copy of the form and forwards it to the appropriate FSDO.

**30. BLUE SEAL CERTIFICATES.** If an applicant applies to an examiner for the exchange of a pilot certificate with a black seal for a pilot certificate with a blue seal, the examiner should refer the person to the FSDO. This action can be accomplished only by an ASI.

**31. LOGGING OF FLIGHT AS AN EXAMINER.** Flight time accrued by a pilot examiner conducting a test is considered other flight time, unless performing duties as a required crewmember during the practical test. The time the examiner spends in conducting a flight test should not be included as other commercial flying time for the purposes of the flight time limitations in 14 CFR parts 121, 125, or 135.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires current designation as a DPE, at least a third-class medical certificate except for balloon or glider, knowledge of 14 CFR part 61 and all applicable PTS, and may require authorization as an NDPE/FEER examiner.

*B. Coordination.* This task may require coordination with an operations ASI.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References.*

- Title 14 CFR part 61
- All applicable PTS

#### *B. Forms.*

- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8060-5, Notice of Disapproval of Application
- FAA Form 8500-15, Statement of Demonstrated Ability
- FAA Form 8710-1, Airman Certificate and/or Rating Application

#### *C. Job Aids.*

- Sample figures

### 3. PROCEDURES.

*A. Verify Applicant's Identity.* Inspect acceptable forms of identification that establish the applicant's identity. Compare the applicant's identification documents with the personal information on FAA Form 8710-1.

(1) Check the airman's identification box and enter the form of identification, the number, and the expiration date (if an expiration date exists) on the appropriate lines of the attachments section on FAA Form 8710-1. In addition, the examiner should enter the applicant's telephone number and e-mail address on the back page of the application.

(2) An alternate mail delivery service address (commercial mail box provider, flight school, airport office, etc.), is not acceptable. A post office box or rural route number are not acceptable as permanent residence on an application unless there are unavoidable circumstances that require such an address. An applicant residing on a rural route, in a boat or mobile (recreational) vehicle, or in some other manner that requires the use of a post office box or rural route number for an address, must attest to the circumstances by signing a statement on a separate sheet of paper. The information provided must include sufficient details to ensure identification of the geographical location of the airman's residence. If necessary to positively identify the place of residence, the applicant may be required to provide a hand-drawn map that clearly shows the location of the residence. When the residence is a boat or other mobile vehicle, the registration number, tag number, etc., and dock or park location must be provided.

(3) If an alternative method of identification must be used, disclose the procedures used on a separate sheet of paper and attach the sheet to the certification file.

(4) If identity cannot be verified due to lack of acceptable documents, explain to the applicant what types of identification are acceptable. Advise the applicant to return with appropriate identification or direct the applicant to the FSDO.

(5) If it appears that the applicant's identity is different than that represented on FAA Form 8710-1 or that an attempt at falsification has been made, do not continue the process. Notify the FSDO.

*B. Inspect FAA Form 8710-1.* Check the applicant's FAA Form 8710-1 for accuracy. Ensure that the applicant has completed the appropriate portions of the application correctly and signed and dated the form. (See section 1, paragraph 22B, Special Emphasis Items.)

(1) Verify that the data presented corresponds to the applicant's logbook and/or other records.

(2) If an instructor endorsement is required for the certificate or rating sought, ensure that the flight instructor has printed his or her name and signed the instructor's recommendation section of the form no more than 60 days before the application is submitted.

(3) Determine whether the applicant is eligible for the certificate/rating sought.

(4) If a discrepancy exists that cannot be immediately corrected, return the application to the applicant. Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(5) After determining that the applicant is eligible and meets all prerequisites for the certificate/rating sought, accept the application and conduct the practical test.

*C. Issue Letter of Discontinuance.* If the practical test is discontinued for reasons other than unsatisfactory performance by the applicant, prepare a letter of discontinuance (refer to section 1, paragraph 23).

(1) Include the date of the test and all pertinent applicant, aircraft, and practical test information. (See Figure 5-2.)

(2) Note the reason for the discontinuance and add a brief explanation.

(3) List the areas of operation of the practical test that were successfully completed.

(4) State that the letter of discontinuance does not extend the expiration date of the knowledge test report.

(5) State that the applicant may use the letter of discontinuance to show portions of the test that have been completed satisfactorily if application is made within 60 days from the date of the letter.

(6) State the date after which the entire practical test must be repeated.

(7) Return the application and all submitted documents to the applicant with the original copy of the letter of discontinuance.

(8) Retain one copy of the letter.

*D. Issue a Temporary Airman Certificate.* Issue FAA Form 8060-4 when the applicant has met all requirements for the certificate/rating sought.

(1) Prepare FAA Form 8060-4, making all entries in the appropriate blocks. Prepare a typed original and a typed duplicate or a handwritten copy.

(2) All original airman certificates will be issued with a unique certificate number. This unique number will be assigned by the FAA's Airmen Certification Branch, AFS-760, during processing of the airman file. The airman's SSN shall still be collected on FAA Form 8710-1, Airman Certificate and/or Rating Application. However, the word "PENDING" shall be placed on the certificate number block of the temporary airman certificate. The airman shall be told that the FAA will not use his/her SSN as a certificate number. If the airman still 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.

(3) Airman certificates presently using the SSN as a certificate number will continue to be issued with that number unless the airman 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 the temporary airman certificate.

(4) On a reissued airman certificate, the previously assigned certificate number will continue to be shown below line III.

(5) Enter the applicant's name as it appears on the application on line IV. However, when "NMN" is used on the application, omit the acronym on FAA Form 8060-4.

(6) Enter the applicant's address as it is shown on line V of FAA Form 8060-4. If the applicant wants the permanent certificate mailed to a different address, have the applicant write a note showing the address to which the permanent certificate should be sent and attach the note to the file.

(7) Enter the applicant's date of birth. Use eight-digit numbers in the following order: month, day, and year (mm-dd-yyyy).

(8) Enter the applicant's height in inches rounded to the nearest inch.

(9) Enter the applicant's weight in pounds rounded to the nearest pound.

(10) Enter the color of the applicant's hair. Do not use abbreviations. Enter the color as black, red, brown, blond, or gray. If the applicant is bald, enter "bald." If the applicant wears a wig or toupee, enter the color of hair of the wig or toupee.

(11) Enter the color of the applicant's eyes. Do not use abbreviations. Enter the color as blue, brown, black, hazel, green, or gray.

(12) Enter the applicant's gender as M or F.

(13) If the applicant is a citizen of the United States, enter the applicant's nationality as USA. If the applicant is a citizen of another country, enter the name of that country (e.g., Germany, not German).

(14) Enter the grade of certificate below line IX, e.g., recreational pilot, private pilot, commercial pilot, ATP, or flight instructor.

(15) Enter the ratings associated with the certificate on line XII.

(16) Enter the applicable limitations, if any, above line XIII. If there is insufficient room to include all ratings and limitations on one temporary airman certificate, use more than one certificate.

(17) Check the appropriate box to indicate whether this is an original issuance or a reissuance of this grade of certificate.

(18) Enter the date of the superseded airman certificate. This date is the date of issuance on the airman's previous certificate. Use eight-digit numbers in the following order: month, day, year (mm-dd-yyyy).

(19) Enter the date of issuance below line X in the same format as explained in subparagraph (18) above. The date of issuance is the date of completion of the practical test.

(20) Type the examiner's name, leaving room for the examiner's signature above the typewritten name.

(21) Enter the examiner's pilot certificate number. If the examiner's pilot certificate number is the same as the examiner's SSN, this number need only be shown on the typed original copy that is sent to AFS-760.

**NOTE: The FAA has initiated a renumbering of all original FAA airman certificates which will negate the need for using SSNs as the airman certificate number in the future.**

(22) Enter the date the examiner's designation expires. Use eight-digit numbers in the following order: month, day, year (mm-dd-yyyy).

(23) Ensure that all entered information is correct and corresponds to information on the application.

(24) Ask the applicant to verify that all data on the certificate is correct and sign the temporary airman certificate on line VII in ink.

(25) Sign the temporary airman certificate below line X in ink and give the applicant the duplicate copy.

(26) Give the applicant the typed duplicate or a handwritten copy of the temporary airman certificate and attach the typed original copy to the certification file.

*E. Issue FAA Form 8060-5.* When the applicant's performance is unsatisfactory in the demonstration of knowledge and/or skill, inform the applicant of the reasons for the disapproval and issue FAA Form 8060-5.

(1) Prepare FAA Form 8060-5, making all entries in the indicated blocks. Prepare a typed original and a typed duplicate or a handwritten copy.

(2) Enter the applicant's name and address as they appear on the application.

(3) Indicate the certificate or rating sought.

(4) Check the box marked "Practical" if there were unsatisfactory items on the test. Oral and flight blocks are not used.

(5) Enter the make and model of the aircraft used for the test.

(6) Enter the applicant's PIC or solo, instrument, and dual flight times as recorded in the applicant's logbook.

(7) Enter all areas of operation and tasks that were performed unsatisfactorily, to include the specific tasks and those areas of operation not completed during the practical test. Enter the date the practical test was first discontinued, IAW 14 CFR § 61.43(f)(1) (emphasis on the start of "the 60-day period after the date the practical test was discontinued" provision). That date will be maintained on FAA Form 8060-5 for all subsequent discontinuances. For example, if an applicant fails the oral portion of the practical test, that date will be entered on FAA Form 8060-5 in the

section noted as “Upon Reapplication You Will be Reexamined on the Following” and will be maintained on the FAA Form 8060-5 for all subsequent discontinuances.

(8) Enter the number of practical test failures by the applicant for the certificate or rating sought.

(9) Enter the date of the practical test.

(10) Sign FAA Form 8060-5 in ink.

(11) Enter the examiner's designation number.

(12) Give the applicant the typed duplicate or a handwritten copy of FAA Form 8060-5 and attach the typed original copy to the certification file.

*F. Prepare Certification File.* At the conclusion of the practical test, or if no practical test takes place, at the conclusion of the certification function, complete the certification file.

(1) Complete the Designated Examiner's Report section of FAA Form 8710-1, entering the required information.

(a) Check the box indicating that the examiner has personally reviewed the applicant's logbook/training record that certifies that the individual meets the pertinent requirements of part 61 for the pilot certificate or rating sought. This box need not be checked for part 141 graduates because these applicants hold a graduation certificate.

(b) Check all other appropriate boxes and enter the required information in all applicable blocks in the Designated Examiner's Report section. Ensure that the ground, simulator, and flight times, as applicable, are noted.

(c) If more than one aircraft was used for the practical test, provide the type/registration numbers of all aircraft used.

(d) Enter the date of the practical test and sign the Designated Examiner's Report section.

**NOTE: This must be the date the practical test was concluded and must be the same date shown on Form 8060-4 or Form 8060-5.**

(2) If the applicant is applying for an ATP certificate and/or an aircraft type rating, complete and sign the appropriate lines in the Evaluator's Record section.

(3) Verify that the airman identification information entered in the Attachments section is complete.

(4) Check all of the appropriate boxes in the Attachments section and add the attachments to the completed FAA Form 8710-1.

(5) Mail the completed certification file to the supervising FSDO no later than 5 calendar days after the completion of the practical test.

(a) If the examiner is designated by more than one FSDO, send the certification file to the FSDO in whose area the test originated.

(b) If the examiner is on an itinerary, the supervising FSDO will coordinate with the district office where the practical tests are given and advise the examiner which FSDO will process the certification file.

(c) If the test was conducted under the provisions of the NDPE/FEER program, send the certification file to the supervising FSDO regardless of the location where the test originated.

*G. Prepare Record of a Part 141 Stage Check.* Accept FAA Form 8710-1 from the applicant before the stage check. Ensure that the other box in Section I has been checked and “141 Stage Check” has been entered on the adjacent line.

(1) Verify the applicant's identity and ensure that the applicant has completed the appropriate blocks of FAA Form 8710-1 correctly. (No entry is made in Section II of the FAA Form 8710-1 for a part 141 stage check.)

(2) Enter the airman identification information in the Attachments section of the form.

(3) After conducting the stage check, mark the box in the Designated Examiner's Report section indicating that the examiner has personally tested and/or verified the applicant IAW pertinent procedures and standards.

(4) Check the “Approved” or “Disapproved” box, as appropriate.

(5) Enter the name of the pilot school on page 2 of FAA Form 8710-1 in the block noted as “Location of Test (Facility, City, State),” and indicate the stage number of the check conducted on page 2 in the block noted as “Certificate or Rating for Which Tested.”

(6) Enter “141 Stage Check (Stage X)” on page 2 of FAA Form 8710-1 in the block noted as “Certificate or Rating for Which Tested.”

(7) Enter the remaining information indicated in the Examiner’s Report section and sign the Examiner’s Signature block.

(8) Give the applicant's FAA Form 8710-1 to the pilot school. If the pilot school is without the services of a chief pilot, send an additional copy of the form to the FSDO.

**4. TASK OUTCOMES.** Successful completion of this task results in standard application of general procedures for practical tests, certification functions, and part 141 stage checks. It also results in correct examiner processing of certification files and documents.

**5. FUTURE ACTIVITIES.** Future activities by the examiner may include the following items.

*A.* Recordkeeping for all applicants that the examiner tests for airman certificates and/or ratings, and part 141 stage checks, as authorized.

*B.* The examiner continues to satisfactorily perform certification activity.

*C.* Application for renewal of designation not less than 60 days before the expiration date of the current designation.

*D.* Participation in aviation safety programs and events.

*E.* The addition of other examiner authorizations.

*F.* The examiner completes certification files.

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## FIGURE 5-1. EXAMINER TEST GUIDE

**Pilot Examiners should use the Examiner Test Guide and the appropriate Practical Test Standard(s) to organize their plan of action. This guide is not a substitute for a plan of action. You may modify this material to meet your specific needs. Pilot Examiners should assure that they give three briefings to each applicant: Pretest, Preflight, and Postflight.**

### APPOINTMENT

1. Applicant  
Name \_\_\_\_\_ Telephone \_\_\_\_\_
2. Instructor  
Name \_\_\_\_\_ Telephone \_\_\_\_\_
3. Practical Test  
Certificate and/or rating sought \_\_\_\_\_  
Retest (Yes/No) Yes - FAX copy \_\_\_\_\_  
Aircraft make and model \_\_\_\_\_  
Location of test - time and date \_\_\_\_\_
4. Required Documentation  
Class of medical (if applicable) \_\_\_\_  
Valid knowledge test results (if applicable) \_\_\_\_  
Aircraft - certificates, logbooks, and equipment \_\_\_\_\_  
FAA Form 8710-1, Airman Certificate and/or Rating Application, completed and (if required) signed by instructor;  
IACRA - Applicant's FTN & Application ID No. \_\_\_\_\_  
Special considerations - drug convictions \_\_\_\_\_  
Identification - Photo/signature I.D. \_\_\_\_  
Flight time records and requirements \_\_\_\_  
Required endorsements \_\_\_\_
5. Practical Test Standards (PTSs)  
Are you familiar with the PTS \_\_\_\_  
PTS checklist of required equipment \_\_\_\_
6. Fee \_\_\_\_

### PRACTICAL TEST FLIGHT PLANNING

1. Cross-country to be planned (if applicable) \_\_\_\_
2. Weight and balance computations \_\_\_\_
3. Aircraft performance computations \_\_\_\_
4. Flight planning facilities/FSS telephone numbers \_\_\_\_

### DPE - AM I PREPARED?

### SET THE ENVIRONMENT

1. Be on time
2. Physical testing environment  
Ensure privacy  
Eliminate possible interruptions  
Have calls held, etc.
3. Psychological testing environment  
Show genuine interest in the applicant  
Be polite, courteous, receptive  
Manage your prejudices  
Keep personal or business problems to yourself

### PRETEST BRIEFING

1. Put the applicant at ease (small talk, etc.)
2. Advise applicant of available comfort facilities
3. Confirm type of practical test or retest
4. Provide casual overview of the test
5. Collect/Verify the required documents specified during the appointment:  
FAA Form 8710-1, Airman Certificate and/or Rating Application \_\_\_\_  
Photo/signature I.D. (Note type on 8710-1 and return) \_\_\_\_  
Pilot Certificate (Verify against I.D. & FAA Form 8710-1 and return) \_\_\_\_  
Medical (note limitations) \_\_\_\_  
Knowledge test results (if appropriate) \_\_\_\_

### PRETEST BRIEFING (Cont'd)

- Logbook or training records (Verify that the applicant meets all requirements and appropriate endorsements) \_\_\_\_  
Aircraft documents (Verify location & scheduled availability) \_\_\_\_  
6. Verify that required equipment (hood, etc.) is available  
7. Verify that applicant is aware of PTS requirements and tolerances  
8. Advise the applicant that:  
FAA Practical Test IAW the \_\_\_\_\_ PTS  
Will be using a Plan of Action (Used to organize the Practical Test)  
Will be taking notes for the debrief  
Perfection is not the standard  
Oral questioning will continue throughout the test  
Three possible outcomes are:  
Temporary airman certificate  
Notice of disapproval of application  
Letter of Discontinuance  
9. Any Questions?  
10. Collect Fee \_\_\_\_

### 11. Announce "THE TEST HAS BEGUN!"

### ORAL QUESTIONING

1. Access all levels of learning: Rote, Understanding, Application, Correlation. Correlation: Should be the objective of aviation instruction.
2. Scenario situations are one of the evaluator's better tools for more comprehensive testing and will, to the greatest extent practicable, test the applicant's correlative abilities. Scenarios also aid in evaluating pilot judgment, knowledge, and skill.
3. Characteristics of a good oral test questions. Reliable, Valid, Usable, Objective, Comprehensive, and Non-discriminating.
4. Oral questioning may continue throughout the test.

### PREFLIGHT BRIEFING

1. Profile of flight test
2. Pilot in Command (14 CFR § 61.47)
3. Emergencies - actual and simulated  
Engine failure - takeoff and landing  
Other emergencies  
Feathering
4. Transfer of controls (if applicable)
5. Collision avoidance (CFI applicant required to instruct)  
Looking for reported traffic  
Clearing the area before maneuvers
6. First preflight - weight and balance - VFR/IFR option
7. Advise that oral questioning will continue - Perfection is not the standard
8. Testing with Plan of Action will continue IAW PTS
9. Will continue taking notes
10. Continue/discontinue if task is unsatisfactory
11. Answer any questions
12. Advise applicant to return aircraft documents to the aircraft
13. Begin flight evaluation

**FIGURE 5-1. EXAMINER TEST GUIDE -- Continued****FLIGHT TEST**

1. Be sure to take plan of action with you to the aircraft
  2. Conduct flight test according to the Practical Test Standards
  3. No instruction
  4. No second chance when maneuver is unsatisfactory
  5. Continue testing if maneuver is incomplete or you need more information to make a decision
  6. Unsatisfactory performance:
    - Exceeding aircraft limitations
    - Examiner intervention
    - Inappropriate emergency procedures
    - Outcome of the maneuver being seriously in doubt
    - Poor judgment
    - Not within approved standards
    - Failure to apply aeronautical knowledge
    - Not being the master of the aircraft
    - Consistently exceeding tolerances stated in the objective
    - Failure to take prompt corrective action when tolerances are exceeded
  7. Use realistic distractions during the flight test
  8. Did the applicant meet the objective of the task?
  - P Did the applicant complete the procedure described?
  - T Did the applicant perform the maneuver within the tolerances?
  - S Did the applicant meet all safety considerations?
- If you can answer YES to each of these questions without reservation, the applicant has satisfactorily completed the task.

**EMPHASIS AREAS:** As a result of studies into the cause factors of incidents, accidents, and violations, it is imperative that pilot examiners give special consideration and exercise their most conservative judgment in evaluating the applicant's knowledge of the following areas:

1. Preflight
  - Aircraft manuals and documentation
  - Pilot and medical certificates
  - Weather
  - Airport area and surroundings
2. Preflight inspections
  - Landing gear
  - Engine(s)
  - Adequacy of fuel supply & ATC communications and airspace considerations
3. Clearances
  - Instructions
  - Operations to/from/within/near Class A, B, C, D, and E airspace
4. Proper use of the flight controls/brakes on the ground
5. Landing flare
6. Avoidance of objects in the air and on the ground
7. Maintenance of adequate flying speed
8. Operations to/from/on suitable terrain for T/O, Apch, & Ldg Config. & Proc.
9. Observance of minimum safe altitudes--congested and non congested areas
10. Use of stabilized approach/flight path procedures
11. Forced landings

**POST - FLIGHT**

1. General
  - Reaffirm outcome
  - Allow applicant some time to self
  - Prepare temporary airman cert./disapproval notice/letter of discontinuance
  - Offer to sign applicant's logbook
2. Temporary Airman Certificate
  - Establish a positive atmosphere
  - Highlight above average performance
  - Debrief using the plan of action
  - Have applicant review and sign temporary airman certificate
  - Examiner signs and issues temporary airman certificate
  - Advise of duration - 120 days
  - Ensure applicant has proper documents
  - Verify that you have the proper documents
  - Brief flight instructor of applicant's performance
3. Disapproval Notice
  - Establish a positive atmosphere
  - Highlight above average performance as well as deficient tasks
  - Debrief using the plan of action
  - Use PTS to explain reasons for disapproval
  - Do not criticize the flight instructor
  - Be alert for Denial, Anger, Bargaining, or Depression
  - Issue disapproval notice
  - Advise re-test credit for satisfactorily completed items is 60 days
  - Ensure applicant has proper documents
  - Verify that you have the proper documents
  - Brief flight instructor of applicant's performance
  - Examiner Test Guide (2001)

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**FIGURE 5-2. SAMPLE LETTER OF DISCONTINUANCE**

---

[applicant's name and address]

Dear XXXXXXXXXXXXXXXXXXXX:

On this date, [enter date], you successfully completed a portion of the practical test indicated below:

Certificate/Rating: Recreational Pilot Private Pilot Commercial Pilot Airline Transport Pilot

Additional Aircraft Category/Class Rating: ASEL ASES AMEL AMES Glider Rotorcraft-Helicopter  
Rotorcraft-Gyroplane LTA-Free Balloon LTA-Airship

Instrument Rating: Airplane Helicopter

Type Rating: Aircraft Type: [enter type]

Flight Instructor: Initial/Renewal/Reinstatement/Additional Instructor Rating [enter rating]

Aircraft Used: Registration #: Make/Model:

The practical test was discontinued because of: [indicate reason]

If application is made by [enter date 60 days from date of test], this letter may be used to show the following portions of the practical test which have been completed satisfactorily:

[list areas of operation satisfactorily completed]

AFTER [expiration date], YOU MUST REPEAT THE ENTIRE TEST.

NOTE: This letter does not extend the expiration date(s) for your knowledge test results, your graduation certificate, airman medical certificate, or the required instructor endorsements.


Sincerely,

[examiner's signature] Designation Number: XXXXXXXXXXXX

**FIGURE 5-3. LIST OF SHORT TESTS AUTHORIZED**

Rating Held (Required)	Rating Sought	Short Test
Flight Instructor-Airplane Flight Instructor-Gyroplane GFA	Flight Instructor-Helicopter Flight Instructor-Gyroplane GFA	
Flight Instructor-Airplane Flight Instructor-Helicopter HFA	Flight Instructor-Airplane or Helicopter Flight Instructor-Glider AFG	
Flight Instructor-Instrument-Helicopter Flight Instructor-Instrument-Airplane AIF	ATP-Airplane ATP-Helicopter ARH	
Flight Instructor-Instrument-Airplane Flight Instructor-Instrument-Helicopter HIF	ATP-Helicopter ATP-Airplane ARA	
Flight Instructor-Gyroplane Flight Instructor-Airplane AFA	Recreational Pilot-Airplane Private Pilot-Airplane PAT	
Flight Instructor-Gyroplane Flight Instructor-Helicopter HFA	Recreational Pilot-Helicopter Private Pilot-Helicopter PHT	
Flight Instructor-Helicopter Flight Instructor-Airplane AFA	Recreational Pilot-Gyroplane Private Pilot-Gyroplane PGT	

**FIGURE 5-4. SAMPLE COMPUTER TEST REPORT**

Federal Aviation Administration Airman Computer Test Report			
EXAM TITLE: Private Pilot Airplane (PAR)			
NAME: David John Jones			
ID NUMBER:	123456789	TAKE:	1
DATE:	08/14/05	SCORE:	82
		GRADE:	Pass
Subject areas in which questions were answered incorrectly			
A20 B01 B03 H01 H04 121 122 J03 J05 K52 M92			
EXPIRATION DATE: 8/31/07			
<u>DO NOT LOSE THIS REPORT</u>			
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 _____			
			

**FIGURE 5-5. LETTER FROM 141 SCHOOL WITH KNOWLEDGE TEST EXAMINING AUTHORITY**

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(SCHOOL LOGO)

Federal Aviation Air Agency Certificate Number: XXXX

This certifies that:

[Name]

[Address]

Has satisfactorily completed each required stage and the test for those stages in the program of study as prescribed in Title 14 of the Code of Federal Regulations (14 CFR) part 141, subpart D, Examining Authority. The applicant is issued this document as evidence of meeting the Federal Aviation Administration knowledge test requirements for pilot certification.

(If Applicable)

NOTE: Knowledge testing and grading for instructor certificates and ATP ratings was conducted in accordance with exemption number XXXX to 14 CFR § 141.65, dated XXXX.

**FINAL EXAMINATION RESULTS:**

Test: XXXXX

Date of Test: XXXXX

Expiration Date: XXXX

Take Number: XXXX

Grade: XXXX

Subject Areas Failed: XXXXXX

XXXXXX

XXXXXX

[Signature]

[Printed Name],

Chief Instructor

**FIGURE 5-6. FAA FORM 8710-1, AIRMAN CERTIFICATE AND/OR RATING APPLICATION**

Airman Certificate and/or Rating Application																
<b>I. Application Information</b> <input type="checkbox"/> Student <input type="checkbox"/> Recreational <input checked="" type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Airline Transport <input type="checkbox"/> Instrument <input type="checkbox"/> Additional Rating <input checked="" type="checkbox"/> Airplane Single-Engine <input type="checkbox"/> Airplane Multiengine <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Balloon <input type="checkbox"/> Airship <input type="checkbox"/> Glider <input type="checkbox"/> Powered-Lift <input type="checkbox"/> Flight Instructor Initial _____ <input type="checkbox"/> Renewal _____ <input type="checkbox"/> Reinstatement _____ <input type="checkbox"/> Additional Instructor Rating <input type="checkbox"/> Ground Instructor <input type="checkbox"/> Medical Flight Test <input type="checkbox"/> Reexamination <input type="checkbox"/> Reissuance of _____ Certificate <input type="checkbox"/> Other _____																
A. Name (Last, First, Middle) <b>GRAY, MARK ALAN</b>					B. SSN (US Only) <b>555555555</b>			C. Date of Birth <b>12-1-2005</b>		D. Place of Birth <b>WASHINGTON, DC</b>						
E. Address <b>111 INDEPENDENCE AVE</b>					F. Citizenship Specify <input checked="" type="checkbox"/> USA <input type="checkbox"/> Other				G. Do you read, speak, write, & understand the English language? <input type="checkbox"/> Yes <input type="checkbox"/> No							
City, State, Zip Code <b>WASHINGTON, DC 20591</b>					H. Height <b>73</b>		I. Weight <b>211</b>		J. Hair <b>GRAY</b>		K. Eyes <b>BLUE</b>		L. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female			
M. Do you now hold, or have you ever held an FAA Pilot Certificate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					N. Grade Pilot Certificate			O. Certificate Number			P. Date Issued					
Q. Do you hold a Medical Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					R. Class of Certificate <b>III</b>			S. Date Issued <b>12-1-2005</b>			T. Name of Examiner <b>DR. JON MEDICAL</b>					
U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No										V. Date of Final Conviction						
<b>II. Certificate or Rating Applied For on Basis of:</b>																
<input checked="" type="checkbox"/> A. Completion of Required Test		1. Aircraft to be used (if flight test required) <b>CESSNA 152</b>				2a. Total time in this aircraft / SIM / FTD <b>40</b> hours				2b. Pilot in command <b>20</b> hours						
<input type="checkbox"/> B. Military Compliance Obtained IN		1. Service				2. Date Rated				3. Rank or Grade and Service Number						
		4a. Flown 10 hours PIC in last 12 months in the following Military Aircraft.				4b. US Military PIC & Instrument check in last 12 months (List Aircraft)										
<input type="checkbox"/> C. Graduate of Approved Course		1. Name and Location of Training Agency or Training Center								1a. Certification Number						
		2. Curriculum From Which Graduated								3. Date						
<input type="checkbox"/> D. Holder of Foreign License Issued By		1. Country			2. Grade of License				3. Number							
		4. Ratings														
<input type="checkbox"/> E. Completion of Air Carrier's Approved Training Program		1. Name of Air Carrier				2. Date			3. Which Curriculum <input type="checkbox"/> Initial <input type="checkbox"/> Upgrade <input type="checkbox"/> Transition							
<b>III RECORD OF PILOT TIME (Do not write in the shaded areas.)</b>																
	Total	Instruction Received	Solo	Pilot in Command (PIC)	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC	Instrument	Night Instruction Received	Night Take-off Landings	Night PIC	Night Take-off/Landing PIC	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Launches
Airplanes	40	20	20	PIC 20 SIC	10	10	PIC 10 SIC	3	5	10	PIC 0 SIC	PIC 0 SIC				
Rotor-craft				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Powered Lift				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Glider																
Lighter Than Air																
Simulator Training Device								5								
PCATD								5								
IV. Have you failed a test for this certificate or rating? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																
V. Applicant's Certification – I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form.																
Signature of Applicant  <i>Mark Alan Gray</i>										Date  <b>12-30-2005</b>						

FAA Form 8710-1 (4-00) Supersedes Previous edition

# **FIGURE 5-6. FAA FORM 8710-1, AIRMAN CERTIFICATE AND/OR RATING APPLICATION -- Continued**

<b>Instructor's Recommendation</b>				
I have personally instructed the applicant and consider this person ready to take the test.				
Date 12-30-2005	Instructor's Signature (Print Name & Sign) DON CHAMBERLAIN <i>Don Chamberlain</i>	Certificate No. 55555CFI	Certificate Expires 12-31-2006	
<b>Air Agency's Recommendation</b>				
The applicant has successfully completed our _____ course, and is recommended for certificate or rating without further _____ test.				
Date	Agency Name and Number	Official Signature		
		Title		
<b>Designated Examiner or Airman Certification Representative Report</b>				
<input type="checkbox"/> Student Pilot Certificate Issued (Copy attached) <input type="checkbox"/> I have personally reviewed this applicant's pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR Part 61 for the certificate or rating sought. <input type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. <input type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below. <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Approved – Temporary Certificate Issued (Original Attached)</span> <span><input type="checkbox"/> Disapproved – Disapproval Notices Issued (Original Attached)</span> </div>				
Location of Test (Facility, City, State) AEROCUB EASTON, MD		Duration of Test Ground 2.5    Simulator/FTD    Flight 2.0		
Certificate or Rating for Which Tested PRIVATE PILOT – ASEL		Type(s) of Aircraft Used CESSNA 152	Registration No.(s) N16166	
Date 12-31-2005	Examiner's Signature (Print Name & Sign) J DON EXAMINER <i>J Don Examiner</i>	Certificate No. 121212	Designation No. EA07-12	Designation Expires 1-31-2006
<b>Evaluator's Record (Use For ATP Certificate and/or Type Rating)</b>				
Oral	Inspector <input type="checkbox"/>	Examiner <input type="checkbox"/>	Signature and Certificate Number	Date
Approved Simulator/Training Device Check	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<b>Aviation Safety Inspector or Technician Report</b>				
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.				
<input checked="" type="checkbox"/> Approved – Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved – Disapproval Notice Issued (Original Attached)				
Location of Test (Facility, City, State)		Duration of Test Ground    Simulator/FTD    Flight		
Certificate or Rating for Which Tested		Type(s) of Aircraft Used	Registration No.(s)	
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Student Pilot Certificate Issued  <input type="checkbox"/> Examiner's Recommendation  <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> Accepted</span> <span><input type="checkbox"/> Rejected</span> </div> <input type="checkbox"/> Reissue or Exchange of Pilot Certificate  <input type="checkbox"/> Special Medical test conducted – report forwarded  <input type="checkbox"/> To Aeromedical Certification Branch, AAM-330           </div> <div style="width: 50%;"> <input type="checkbox"/> Certificate or Rating Based on  <input type="checkbox"/> Military Competence  <input type="checkbox"/> Foreign License  <input type="checkbox"/> Approved Course Graduate  <input type="checkbox"/> Other Approved FAA Qualification Criteria           </div> <div style="width: 50%;"> <input type="checkbox"/> Flight Instructor  <input type="checkbox"/> Renewal  <input type="checkbox"/> Reinstatement            Instructor Renewal Based on  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Activity</span> <span><input type="checkbox"/> Training Course</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Test</span> <span><input type="checkbox"/> Duties and Responsibilities</span> </div> </div> </div>				
Training Course (FIRC) Name		Graduation Certificate No.		Date
Date 1-20-2006	Inspector's Signature (Print Name & Sign) JOHN HIGHTOWER <i>John Hightower</i>	Certificate No. 1111111	FAA District Office EA FSDO 7	
Attachments: <input checked="" type="checkbox"/> Airman's Identification (ID) <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Student Pilot Certificate (Copy)  <input checked="" type="checkbox"/> Knowledge Test Report  <input checked="" type="checkbox"/> Temporary Airman Certificate  <input type="checkbox"/> Notice of Disapproval  <input type="checkbox"/> Superseded Airman Certificate           </div> <div>             _____DC DRIVER LICENSE              Form of ID _____              Number _____12666777              Expiration Date _____3-30-2009              _____202- 267-3000              Telephone Number _____           </div> <div>             ID: _____              Name: _____MARK A GRAY              Date of Birth: _____12-25-1969              Certificate Number: _____12666777              E-Mail Address _____MAG@YAHOO.COM           </div> </div>				



**FIGURE 5-7. TWO-PAGE TEMPORARY AIRMAN CERTIFICATE**

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION II. TEMPORARY AIRMAN CERTIFICATE						III. CERTIFICATE NO.	
VII. AIRMAN'S SIGNATURE	THIS CERTIFICATE THAT IV.  V.						
	DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
	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						
	RATING AND LIMITATIONS XII.  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.	
X. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OR INSPECTOR			DATE DESIGNATION EXPIRES		

FAA Form 8060-4 (8-79)

**XIV. CONDITIONS OF ISSUANCE**

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This is an interim certificate issued subjects to the approval of the Federal Aviation Administration pending the issuance of a certificate of greater duration. It becomes void—

1. Upon the receipt of a certificate of greater duration to replace it;
2. Upon a finding by the FAA that an error has been made in its issuance;
3. Upon a finding by the FAA that it was issued illegally or as the result of fraud or misrepresentation;
4. Upon the refusal or failure by the holder to accomplish a flight check by a Flight Standards Inspector if so requested; and
5. In any case, at the expiration of 120 days from date of issuance.

**FIGURE 5-8. CENTER THRUST LIMITATION**

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION II. <b>TEMPORARY AIRMAN CERTIFICATE</b>		III. CERTIFICATE NO. <b>PENDING</b>					
VII. AIRMAN'S SIGNATURE <i>David James Jones</i>	THIS CERTIFICATE THAT		IV. <b>DAVID JAMES JONES</b> V. <b>2233 HIGH STREET</b> <b>SAN LUIS OBISPO, CA 93449</b>				
	DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
	<b>12-16-65</b>	<b>69</b>	<b>145</b>	<b>BLACK</b>	<b>BROWN</b>	<b>M</b>	<b>USA</b>
	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  <b>PRIVATE PILOT</b>						
	RATING AND LIMITATIONS XII. <b>AIRPLANE SINGLE AND MULTIENGINE LAND</b> <b>AIRPLANE SINGLE ENGINE SEA</b>  <b>AIRPLANE MULTIENGINE – LIMITED TO CENTER THRUST</b> XIII.						
	THIS IS AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE				DATE OF SUPERSEDED AIRMAN CERTIFICATE <b>7-17-04</b>		
	BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. <b>WP-02-4321</b>	
X. DATE OF ISSUANCE <b>9-15-05</b>		X. SIGNATURE OF EXAMINER OR INSPECTOR <i>Scott Smith</i> <b>SCOTT SMITH</b>			DATE DESIGNATION EXPIRES <b>7-31-06</b>		

FAA Form 8060-4 (8-79)

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**FIGURE 5-9. FAA FORM 8060-5, NOTICE OF DISAPPROVAL OF APPLICATION**


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UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION <b>NOTICE OF DISAPPROVAL OF APPLICATION</b>		<b>NOTE</b> PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION	
NAME AND ADDRESS OF APPLICANT <b>HAROLD JAMES DOE</b> <b>4545 COLT PLACE SOUTH</b> <b>SAN FRANCISCO, CA 91754</b>		CERTIFICATE OR RATING SOUGHT <b>PRIVATE PILOT</b> <b>ASEL</b>	
On the date shown, you failed the examination indicated below:			
FLIGHT                      ORAL <b>X</b> PRACTICAL			
AIRCRAFT USED (Make and Model)		FLT. TIME RECORDED IN LOGBOOK	
<b>CESSNA 172</b>		PILOT-IN-COMM. OR SOLO <b>30</b>	INSTRUMENT <b>5</b>
			DUAL <b>27</b>
UPON REAPPLICATION YOU WILL BE REEXAMINED IN THE FOLLOWING:			
<b>VII FLIGHT AT CRITICALLY SLOW AIRSPEEDS</b> <b>TASK A, FULL STALLS-POWER OFF</b> <b>TASK B, FULL STALLS-POWER ON</b> <b>FIRST FAILURE</b>			
I have personally tested this applicant and deem his or her performance unsatisfactory for the issuance of the certificate or rating sought.			
DATE OF EXAMINATION <b>8-14-05</b>	SIGNATURE OF EXAMINER OR INSPECTOR <i>John L. Hightower</i>		DESIGNATION OR OFFICE NO. <b>DEN FSDO</b>
FAA Form 8060-5 (4-82)			

FIGURE 5-10. APPLICATION FOR A PART 141 STAGE CHECK

Airman Certificate and/or Rating Application																
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <b>I Application Information</b>  <input type="checkbox"/> Additional Rating  <input type="checkbox"/> Flight Instructor Initial _____  <input type="checkbox"/> Medical Flight Test               </div> <div style="width: 40%;"> <input type="checkbox"/> Student  <input type="checkbox"/> Airplane Single-Engine  <input type="checkbox"/> Renewal _____  <input type="checkbox"/> Reexamination               </div> <div style="width: 40%;"> <input type="checkbox"/> Recreational  <input type="checkbox"/> Airplane Multiengine  <input type="checkbox"/> Reinstatement  <input type="checkbox"/> Reissuance of _____ Certificate               </div> <div style="width: 40%;"> <input type="checkbox"/> Private  <input type="checkbox"/> Rotorcraft  <input type="checkbox"/> Additional Instructor Rating               </div> <div style="width: 40%;"> <input type="checkbox"/> Commercial  <input type="checkbox"/> Balloon  <input type="checkbox"/> Ground Instructor               </div> <div style="width: 40%;"> <input type="checkbox"/> Airline Transport  <input type="checkbox"/> Airship  <input type="checkbox"/> Instrument  <input type="checkbox"/> Glider  <input type="checkbox"/> Powered-Lift  <input type="checkbox"/> Other _____               </div> </div>																
A. Name (Last, First, Middle) <b>GRAY, MARK ALAN</b>				B. SSN (US Only) <b>5555555555</b>				C. Date of Birth <b>12-25-1969</b>				D. Place of Birth <b>WASHINGTON, DC</b>				
E. Address <b>111 INDEPENDENCE AVE</b>				F. Citizenship Specify <input checked="" type="checkbox"/> USA <input type="checkbox"/> Other _____				G. Do you read, speak, write, & understand the English language? <input type="checkbox"/> Yes <input type="checkbox"/> No								
City, State, Zip Code <b>WASHINGTON, DC 20591</b>				H. Height <b>73</b>		I. Weight <b>211</b>		J. Hair <b>GRAY</b>		K. Eyes <b>BLUE</b>		L. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female				
M. Do you now hold, or have you ever held an FAA Pilot Certificate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				N. Grade Pilot Certificate				O. Certificate Number				P. Date Issued				
Q. Do you hold a Medical Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				R. Class of Certificate <b>III</b>				S. Date Issued <b>12-1-2005</b>				T. Name of Examiner <b>DR. JON MEDICAL</b>				
U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No												V. Date of Final Conviction				
<b>II. Certificate or Rating Applied For on Basis of:</b>																
<input type="checkbox"/> A. Completion of Required Test		1. Aircraft to be used (if flight test required)				2a. Total time in this aircraft / SIM / FTD hours				2b. Pilot in command hours						
<input type="checkbox"/> B. Military Compliance Obtained IN		1. Service				2. Date Rated				3. Rank or Grade and Service Number						
		4a. Flown 10 hours PIC in last 12 months in the following Military Aircraft.				4b. US Military PIC & Instrument check in last 12 months (List Aircraft)										
<input checked="" type="checkbox"/> C. Graduate of Approved Course		1. Name and Location of Training Agency or Training Center <b>EMBRY RIDDLE AERONAUTICAL UNIV DAYTONA BEACH, FL</b>								1a. Certification Number <b>SO15-38</b>						
		2. Curriculum From Which Graduated <b>PRIVATE PILOT – ASEL CERTIFICATION COURSE</b>								3. Date <b>12-30-2005</b>						
<input type="checkbox"/> D. Holder of Foreign License Issued By		1. Country				2. Grade of License				3. Number						
		4. Ratings														
<input type="checkbox"/> E. Completion of Air Carrier's Approved Training Program		1. Name of Air Carrier				2. Date				3. Which Curriculum <input type="checkbox"/> Initial <input type="checkbox"/> Upgrade <input type="checkbox"/> Transition						
<b>III RECORD OF PILOT TIME (Do not write in the shaded areas.)</b>																
	Total	Instruction Received	Solo	Pilot in Command (PIC)	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC	Instrument	Night Instruction Received	Night Take-off/Landings	Night PIC	Night Take-off/Landing PIC	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Launches
Airplanes				PIC			PIC				PIC	PIC				
				SIC			SIC				SIC	SIC				
Rotor-craft				PIC			PIC				PIC	PIC				
				SIC			SIC				SIC	SIC				
Powered Lift				PIC			PIC				PIC	PIC				
				SIC			SIC				SIC	SIC				
Glinters																
Lighter Than Air																
Simulator Training Device																
PCATD																
IV. Have you failed a test for this certificate or rating? <input type="checkbox"/> Yes <input type="checkbox"/> No																
V. Applicant's Certification – I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form.																
Signature of Applicant <i>Mark Alan Gray</i>												Date <b>12-30-2005</b>				

FAA Form 8710-1 (4-00) Supersedes Previous edition