

CHAPTER 10. CONDUCT A COMMERCIAL PILOT CERTIFICATION, INCLUDING ADDITIONAL CATEGORY/CLASS RATINGS AT THE COMMERCIAL PILOT CERTIFICATION LEVEL

SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to determine whether an applicant meets the requirements for certification as a commercial pilot under Title 14 of the Code of Federal Regulations (14 CFR) part 61, subpart F. Completion of this task results in the issuance of Federal Aviation Administration (FAA) Form 8060-4, Temporary Airman Certificate; FAA Form 8060-5, Notice of Disapproval of Application; or a letter of discontinuance.

2. GENERAL. The examiner will determine whether the applicant's aircraft is airworthy and suitable for the practical test after the review of the aircraft's maintenance records, aircraft logbooks, airworthiness certificate, Federal Communications Commission (FCC) aircraft station license (if applicable), and aircraft registration.

A. Commercial Pilot Privileges. The provisions of 14 CFR part 61, § 61.133 allow a commercial pilot to act as pilot-in-command (PIC) of an aircraft for compensation or hire. During the practical test, the examiner should determine whether the applicant is aware of the types of flight operations and regulatory requirements found in 14 CFR parts 91, 119, 133, 135, and 137 that affect these privileges.

B. Limitations. An airman must observe any operating limitation that is placed on a pilot certificate until the limitation is removed from the certificate. Any limitations on the applicant's private pilot certificate that were not removed before the commercial certificate is issued must be placed on the commercial certificate unless the applicant presents evidence that the limitations no longer apply.

3. ELIGIBILITY REQUIREMENTS. The applicant must meet all the applicable prerequisite requirements of part 61, subpart F. Except for glider or balloon pilots, the applicant must hold at least a third-class medical certificate to be eligible for the original issuance of a commercial pilot certificate.

A. English Requirement. 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.

B. Graduate of an Approved Training Program. Under the provisions of 14 CFR § 61.71(a), an applicant who presents an appropriate graduation certificate within 60 days after graduating from an approved training program certificated under 14 CFR part 141 or 142 is considered to have met the prerequisite aeronautical experience requirements of § 61.129.

C. Graduate of an Approved School with Examining Authority. Under the provisions of § 61.71(a), an applicant who graduated from an approved pilot school that holds examining authority is considered to have met the prerequisite eligibility requirements for the commercial pilot certificate if the applicant applies within 60 days of graduation and the school holds the appropriate examining authority.

D. Not a Graduate of an Approved School. If the applicant is not a graduate of an approved pilot school, or

has not applied for a commercial pilot certificate within the times specified for approved school graduates, the applicant must meet all the applicable prerequisite eligibility requirements of part 61, subpart F.

E. Second-in-Command (SIC) Time. The examiner shall ensure that SIC time credited toward the commercial pilot certification requirements was accrued in an aircraft that required more than one pilot (per § 61.51(f)).

F. Added Category Ratings to a Commercial Certificate. The holder of a commercial certificate with a category rating for powered aircraft need not take an additional knowledge test for the addition of another aircraft category rating to that commercial certificate. The applicant must present at least a third-class medical certificate to take a practical test for an additional category/class rating in a powered aircraft.

G. Logbook Endorsements.

(1) The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies that the applicant has received and logged 3 hours of flight training within the 60 days preceding the date of the practical test.

(2) The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies that the applicant is prepared to pass the practical test. In addition, the applicant must have a signed FAA Form 8710-1, Airman Certificate and/or Rating Application, with the authorized instructor's signature.

(3) The applicant's logbook or training record must contain an endorsement from an authorized instructor who states that the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test.

(4) An applicant for a commercial pilot certificate must have logged training and received a logbook endorsement from an authorized instructor on the training required by § 61.127(b) that is appropriate for the commercial pilot rating sought.

(5) The applicant's logbook must contain the appropriate solo flight endorsement(s), if applicable.

4. CATEGORIES AND CLASSES. The category of aircraft used for the practical test is placed on a commercial pilot certificate. With the exception of commercial pilot glider or powered-lift certificates, the class rating is also placed on the certificate.

A. Airplane Class Ratings. The following class ratings are originally issued or added to commercial pilot airplane certificates:

- (1) SINGLE-ENGINE LAND.
- (2) MULTIENGINE LAND.
- (3) SINGLE-ENGINE SEA.
- (4) MULTIENGINE SEA.

B. Rotorcraft Class Ratings. The following class ratings are originally issued or added to commercial pilot rotorcraft certificates:

- (1) HELICOPTER.
- (2) GYROPLANE.

C. Lighter-than-Air Class Ratings. The following class ratings are originally issued or added to commercial pilot lighter-than-air certificates:

- (1) AIRSHIP.
- (2) BALLOON.

D. Lighter-than-Air Limitations. If appropriate, the examiner places one of the following limitations on a certificate with lighter-than-air category and balloon class ratings:

- (1) LIMITED TO HOT AIR BALLOONS WITH AIRBORNE HEATER.
- (2) LIMITED TO HOT AIR BALLOONS WITHOUT AIRBORNE HEATER.

E. Powered Lift Category Rating. Only the powered lift category rating is added to a commercial pilot certificate to read: POWERED-LIFT.

F. Glider Category Rating. only the glider category rating is added to a commercial pilot certificate to read: GLIDER.

G. Private Pilot Privileges. The commercial pilot certificate supersedes the private pilot certificate. If a different category of aircraft is used for the practical test, the private pilot privileges from the superseded certificate are shown on the commercial pilot certificate under private privileges.

5. INSTRUCTOR PRIVILEGES IN LIGHTER-THAN-AIR AIRCRAFT. A commercial pilot with a lighter-than-air category rating on the airman's pilot certificate may give instruction in balloons or airships as appropriate to the rating held.

A. Test Requirements. The Commercial Pilot practical test standards (PTS) for the Lighter-than-Air Category—Balloon Class contains areas of operations that specifically test flight instructor responsibilities for lighter-than-air applicants.

B. Holders of Instructor Certificates. Examiners may omit area of operations I, fundamentals of instructing, when conducting a practical test for an airman who already holds a current flight instructor certificate and is applying for a commercial pilot certificate with a lighter-than-air category rating and a balloon class rating.

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of part 61, familiarity with the Commercial Pilot PTS, and designation as a commercial and instrument rating examiner (CIRE)/commercial pilot examiner (CE) in the applicable category and class of aircraft.

B. Coordination. This task requires coordination with the supervising Flight Standards District Office (FSDO).

2. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- Title 14 CFR parts 61, 91, and 141
- Appropriate Commercial Pilot PTS

B. Forms.

- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8060-5, Notice of Disapproval of Application
- FAA Form 8500-9, Medical Certificate _____ Class
- FAA Form 8710-1, Airman Certificate and/or Rating Application

C. Job Aids.

- Figure 10-1, Commercial Pilot Certificate

3. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents and records to the appointment:

(1) FAA Form 8710-1, which 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) An appropriate airman certificate per § 61.123(h).

(3) At least a current third-class medical certificate (FAA Form 8500-9), if applicable.

(4) A commercial pilot knowledge test report, if applicable.

(5) An FAA-approved pilot school graduation certificate, if applicable.

(6) A pilot logbook or other acceptable and reliable record(s) as evidence of having met the required aeronautical experience for the certificate and rating sought and to substantiate the aeronautical experience shown on FAA Form 8710-1.

(7) The aircraft maintenance records.

(8) The aircraft airworthiness certificate.

(9) The aircraft registration.

(10) The FCC aircraft station license, if applicable.

(11) An acceptable form of photo identification.

B. Applicant Arrives for Appointment. Collect and review the documents and records listed in paragraph 3A(1) through (11).

C. Review Application. Verify that the information on FAA Form 8710-1 is accurate, legible, and complete.

(1) In Section I on the form, ensure that the applicant has checked "Commercial." If the applicant is seeking an additional airplane rating, ensure that the applicant has checked "Additional Aircraft Rating" and the appropriate aircraft category/class.

(2) Ensure that the remainder of the form is completed IAW the instructions attached to the form and the information in chapter 5, section 1, paragraph 22.

(3) Ensure that the flight instructor has signed an endorsement no more than 60 days before FAA Form 8710-1 was submitted.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity IAW the procedures described in chapter 5, section 1, paragraph 20.

(1) Compare the identification with the personal information provided on FAA Form 8710-1.

(2) When the applicant's identity is verified, continue with the practical test.

(3) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.

(4) If the applicant's identity appears to be different from the information supplied on FAA

Form 8710-1, or it appears that an attempt at falsification has been made, discontinue the task and immediately report the matter to the FSDO.

E. Establish Eligibility. Determine that the applicant meets the specific eligibility, aeronautical knowledge, aeronautical experience, and flight proficiency requirements for certification as a commercial pilot.

(1) 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.

(2) If the applicant is applying for a powered aircraft rating, ensure that the applicant holds at least a current third-class medical certificate.

(3) If the applicant's medical certificate or Statement of Demonstrated Ability (SODA), if any, bears any limitation that would make a special medical flight test necessary, refer the applicant to the FSDO.

(4) Check the record of aeronautical experience in Section III of FAA Form 8710-1 to determine that the applicant has the minimum flight experience required for the certificate and rating sought (§ 61.129).

(5) If the applicant is applying for a test on the basis of graduation from an approved training program, inspect the applicant's graduation certificate to verify that

the applicant is in compliance with the requirements of § 61.71.

(6) If the applicant is a graduate of an approved pilot school, check the applicant's graduation certificate to ensure that the practical test will 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 for the pilot certificate or rating sought.

(7) Examine the applicant's logbook and/or other reliable record(s) to verify that all aeronautical knowledge, aeronautical experience, and required instructor endorsements (see section 1, paragraph 3F of this chapter) are recorded.

(8) If the applicant has checked the "Yes" box of Section IV on FAA Form 8710-1, verify that the applicant has the necessary instruction and appropriate endorsement.

(9) Examine the commercial pilot knowledge test report or test report from an approved school with knowledge test authority, as applicable.

F. Requirements for an Additional Category/Class Rating. The requirements are the same as in paragraph 3E except that the knowledge test is not required if the applicant already has a powered aircraft rating. The applicant must hold at least a current third-class medical certificate when applying for an additional category/class rating in a powered aircraft.

G. Aircraft Requirements. In the presence of the Examiner, the applicant will review the aircraft maintenance records, logbooks, airworthiness certificate, Federal Communications Commission (FCC) aircraft station license (if applicable), and aircraft registration to determine that the aircraft is airworthy and suitable for this practical test. After the review, the Examiner will return the documents to the applicant.

H. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return FAA Form 8710-1 and all submitted documents to the applicant.

(1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(2) Reschedule the appointment if requested to do so.

I. Conduct the Practical Test. After determining that the applicant is eligible and meets all prerequisites for the certificate and/or rating sought, accept FAA Form 8710-1 and conduct the practical test IAW the guidance in the Commercial Pilot PTS and chapter 5.

(1) *Practical Test Not Completed for Reasons Other Than Unsatisfactory Performance.* Issue a letter of discontinuance to the applicant (see chapter 5, section 2, paragraph 3C).

(2) *Unsatisfactory Performance.* If the applicant does not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.

(a) Prepare FAA Form 8060-5 IAW the guidance in chapter 5, section 1, paragraph 27.

(b) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the certification file.

(c) Retain FAA Form 8710-1 and return all other submitted documents to the applicant.

(d) 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 unsatisfactory outcome of the test, and the examiner's designation number.

(3) *Satisfactory Performance.* When the applicant has satisfactorily met all requirements for the certificate and/or rating sought, prepare FAA Form 8060-4 IAW the guidance in chapter 5, section 1, paragraph 25.

(a) Enter the correct limitations, if appropriate.

i. Enter “NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIO” if the applicant is hearing-impaired and/or speech impaired. (Only an inspector may remove this limitation.)

ii. Enter “NOT VALID FOR CARRIAGE OF PASSENGERS FOR HIRE IN AIRPLANES ON CROSS-COUNTRY FLIGHTS OF MORE THAN 50 NM, OR AT NIGHT” if the airman has no instrument rating (see Figure 10-1).

iii. Enter any limitations carried forward from the private pilot certificate if the applicant has not met the requirements for removal of those limitations.

(b) Verify that all information on the temporary airman certificate is correct. Sign the temporary airman certificate and direct the applicant to sign line VII of the temporary airman certificate.

(c) Retain the original for the certification file and give the applicant the copy of the temporary airman certificate.

(d) 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 successful

outcome of the test, and the examiner’s designation number.

J. Complete the Certification File. Complete the certification file IAW the guidance in chapter 5, section 1, paragraph 23.

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

(2) Integrated Airman Certification and/or Rating Application (IACRA) files may be sent directly to the FAA Airmen Certification Branch, AFS-760.

4. TASK OUTCOMES. Completion of this task results in the issuance of a temporary airman certificate, a notice of disapproval of application, or a letter of discontinuance.

5. FUTURE ACTIVITIES.

A. The applicant may return for an added category, class, or type rating.

B. The applicant may return for an airline transport pilot certificate.

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