

CHAPTER 17. ACCOMPLISH DESIGNATION/ISSUE CERTIFICATES AS AN AIRMAN CERTIFICATION REPRESENTATIVE (ACR) EMPLOYED SOLELY BY A FLIGHT INSTRUCTOR REFRESHER CLINIC SPONSOR

SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to complete the procedures for designation as an airman certification representative (ACR) employed by the sponsor of a Federal Aviation Administration (FAA)-approved flight instructor refresher clinic (FIRC), and to issue airman certificates in accordance with that authorization. Successful completion of this task results in designation as an ACR and the appropriate exercise of the ACR's authority.

2. GENERAL. Sponsors of FAA-approved FIRCs may request the designation of an ACR authorized to issue flight instructor certificate renewals to eligible course graduates of the approved FIRC.

A. ACR Privileges and Limitations. An ACR is authorized to accept applications for the renewal of a valid flight instructor certificate from FAA-approved FIRC graduates. The ACR may only accept an application from a holder of a flight instructor certificate who graduated from a FIRC that is named on the ACR's Certificate of Authority and Certificate of Designation.

(1) After reviewing the applicant's attendance/training record and eligibility, an ACR is authorized to renew the flight instructor certificate of a FIRC graduate who meets the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 61, § 61.197(a)(2)(iii).

(2) An ACR is NOT authorized to conduct any knowledge or practical tests in connection with ACR duties.

B. Record of Applications. An ACR shall maintain a record of all certificate renewal applications processed, including those not accepted and returned to the applicant.

(1) If the ACR cannot act upon an application for the renewal of a flight instructor certificate, the ACR shall return the application to the applicant and advise the applicant of the reasons for non-acceptance.

(2) The ACR shall maintain a record of all certificate renewal applications processed for at least the preceding 12 months.

3. SELECTION OF ACRs. Only the holder of an FAA-approved FIRC training course outline (TCO) may sponsor an applicant for ACR designation. Final approval of the TCO is a prerequisite for an ACR designation. The sponsor of an FAA-approved FIRC may request ACR designation for one or more responsible members or employees of that organization by submitting a letter to the jurisdictional Flight Standards District Office (FSDO) where the applicant's principal business office is located. The ACR designation will be issued by the jurisdictional FSDO with the notification and concurrence from the jurisdictional flight standards regional office and the general aviation and commercial division, AFS-800. If the jurisdictional flight standards regional office elects to deny the ACR candidate's application, a letter of explanation shall be sent to the jurisdictional FSDO and AFS-800.

A. Prerequisites. The sponsor requesting an ACR designation shall provide the following information:

- The original date of FAA approval of the sponsor to conduct the FIRC
- The number of programs given in the 12-month period immediately preceding the request for an ACR designation
- The number of attendees issued graduation certificates, the number of graduation certificates denied, and the reasons for the denials
- The number and location of programs scheduled and the expected number of attendees for the 12-month period immediately following the date of request for designation

B. Application. An applicant for an ACR designation must submit FAA Form 8710-10, National Examiner Board—Designated Pilot Examiner Candidate Application, to the supervising FSDO. The FSDO will review the candidate's qualifications and background in pilot school or related administrative and/or management experience and consider the attitude of the candidate's FIRC sponsor regarding ACR responsibilities.

NOTE: Do not send the application to the National Examiner Board (NEB).

C. General Eligibility and Experience Requirements. A candidate employed only by a FIRC sponsor who applies for designation as an ACR:

- (1) Must be at least 21 years of age.
- (2) Is not required to be a U.S. citizen.
- (3) Must hold at least a commercial pilot certificate.
- (4) Must hold a flight instructor certificate with at least one aircraft category rating, or hold a ground instructor certificate with an advanced and instrument rating.
- (5) Must have a good record as a pilot in regard to accidents, incidents, and violations.
- (6) Must have a reputation for integrity and dependability in the industry and the community. Applicants who have had their pilot certificate revoked for falsification or forgery are ineligible. Under unusual circumstances, the regional flight standards division manager may grant a waiver.
- (7) Must have been employed as a chief flight instructor, assistant chief flight instructor, or ground instructor of an FAA-approved FIRC, or have held a management or administrative position in a FIRC for at least 12 months immediately preceding application for designation as an ACR.
- (8) Must have a written recommendation from the FIRC sponsor when the candidate is a person other than the sponsor.

D. Alternative Experience. The holder of a current designated pilot examiner (DPE) designation meets all

eligibility and experience requirements for designation as an ACR. A current DPE is authorized to perform ACR duties and responsibilities (for any airman certificate or rating) without further need for approval or authorization from the supervising FSDO.

E. Exceptions. A recommendation for the designation of an ACR who does not meet all of the applicable eligibility and experience requirements is forwarded to the jurisdictional Regional FAA Flight Standards Division Manager for approval before being sent to the FAA's Manager, General Aviation and Commercial Division, AFS-800, for concurrence. The recommendation should include a statement of all special circumstances affecting the designation. The jurisdictional Regional FAA Flight Standards Division Manager's approval and the FAA General Aviation and Commercial Division, AFS-800, concurrence is required before a Certificate of Authority may be issued to the ACR candidate.

F. Examination of the Candidate. After determining that the applicant meets the eligibility and experience requirements, an inspector will conduct an oral examination to determine the candidate's knowledge of:

- Airman certification requirements
- The standards for processing applications submitted by FIRC graduates for renewal of flight instructor certificates

G. Training. If the inspector deems the candidate's knowledge adequate for effective administration of the designation, the ASI will instruct the candidate on:

- Procedures to be used in reviewing flight instructor renewal applications for proper completion
- Procedures for evaluating the application and the applicant's training attendance record to determine eligibility for renewal under the provisions of 14 CFR part 61, § 61.197(c)

H. Designation. The FSDO issues the new ACR a Certificate of Designation, a Certificate of Authority, and an initial supply of official materials appropriate to the authorization.

- An inspector will instruct the ACR on how to correctly complete, check, and forward certification files to the FSDO
- Integrated Airman Certification and Rating (IACRA) certification files may be sent directly to the FAA Airmen Certification Branch, AFS-760

4. CERTIFICATION OF GRADUATES. When the ACR issues a flight instructor certificate renewal, the examiner shall complete and certify the appropriate information on the reverse side of FAA Form 8710-1, Airman Certificate and/or Rating Application. (See Figure 17-1.)

A. Temporary Airman Certificate. The ACR shall use the guidance in chapter 5, section 1, paragraphs 25 and 26, as applicable, to prepare FAA Form 8060-4, Temporary Airman Certificate.

B. Certification File. The ACR should use the guidance in chapter 5, section 1, paragraph 23, to complete the certification file. The examiner shall clearly indicate on FAA Form 8710-1 that the applicant has been certificated as a graduate of an FAA-approved FIRC.

C. A Special Emphasis Action for ACR's Review. FAA Form 8710-1 must be completed in ink or typewritten and signed by the graduate. Per 14 CFR § 61.39(a)(7), the graduate must complete Section III, Record of Pilot Time. As a special emphasis item, the examiner must review the aeronautical experience recorded on FAA Form 8710-1 and in the logbook/training record, including on applications for a renewal of a flight instructor certificate/rating(s).

(1) In Section III on FAA Form 8710-1, Airman Certificate and/or Rating Application, 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 on FAA Form 8710-1 even though the graduation certificate is evidence of having completed the course of training.

(2) If aeronautical experience has no bearing on the airman certification action being sought, it is not necessary for an applicant to complete Section III on FAA Form 8710-1. For example, flight instructor renewal applications, flight instructor reinstatement applications,

ground instructor qualification applications, and pilot type rating applications would be applications where aeronautical experience would not have a bearing on the airmen certification action and thus the applicant would not be required to complete Section III of FAA Form 8710-1. However, all applicants are encouraged to complete Section III on FAA Form 8710-1. FAA Form 8710-1 remains on file with the FAA and can be used to substantiate past aeronautical experience if a person were to lose their logbook.

5. INSPECTIONS FOR COMPETENCY. The FSDO may inspect the ACR for competency at any time deemed appropriate. Inspections may consist of an inspector observing the ACR conduct flight instructor certificate renewals, or may involve an in-depth review of the FIRC records to confirm that the records support certification functions already completed by the ACR. If an inspection indicates an apparent deficiency in standards or judgment, the FSDO will initiate educational or remedial action to correct the deficiency.

6. DURATION OF DESIGNATION. An ACR's certificate of authority expires 12 calendar-months after the date of issuance. However, the certificate of authority is valid only as long as the FIRC approval on which it is based remains valid and the ACR remains in the employ of that FIRC sponsor.

A. Renewal of Designation. The ACR shall apply for renewal at least 60 days prior to the expiration date of the designation. The ACR may renew the designation by following the same procedures used for initial application. The application must include:

(1) The ACR's current Certificate of Authority; and

(2) A record of all flight instructor certificate renewal applications processed since the issuance or last renewal of the ACR designation. The record must show the name of the applicant, the certificate and ratings applied for, the date, and the disposition of the application.

(3) The ACR shall schedule a personal interview with the inspector renewing the designation to review examiner performance and procedures.

(4) ACRs are not required to attend an Initial or Recurrent Pilot Examiner Standardization Seminar. However, they are encouraged to attend these seminars on

a voluntary basis. If the ACR elects to attend an Initial or Recurrent Pilot Examiner Standardization Seminar, the ACR is responsible for all travel, per diem, and course costs.

B. Prerequisites for Renewal. The following prerequisites are required for renewal of an ACR designation.

(1) The FAA approval of the FIRC, which is the basis for the ACR designation, shall be current and valid. If the approval is due for renewal, it must be approved for renewal at the time the ACR applies for renewal.

(2) The FSDO must find that continuation of the ACR designation is justified to provide service to

graduates of the FIRC and that renewal of the designation is in the FAA's interest based on the workload involved.

C. Reinstatement. The FSDO may not accept airman certification files from the holder of an expired ACR designation. However, at the discretion of the supervising FSDO, the sponsor of a FIRC may request the reinstatement of an expired ACR designation, using the same procedures as for initial application.

7. TERMINATION OR NONRENEWAL. The information and guidance in chapter 1, section 4, paragraphs 4 and 5, regarding delegation and rescission of an examiner authorization and termination or nonrenewal of a designation, applies to all designations (including ACR designations).

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of FAA certification procedures and the eligibility and experience criteria for designation as an ACR employed solely by an FAA-approved FIRC.

B. Coordination. This task will require coordination between the jurisdictional FSDO, the jurisdictional flight standards regional office, and AFS-800.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- Parts 61, 141, and 183
- FIRC's FAA-approved TCO

B. Forms.

- FAA Form 8710-10, National Examiner Board—Designated Pilot Examiner Candidate Application
- FAA Form 8710-1, Airman Certificate and/or Rating Application
- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8430-9, Certificate of Authority
- FAA Form 8000-5, Certificate of Designation

C. Job Aids.

- Figure 17-1, Designated Examiner's Report Section of FAA Form 8710-1, Airman Certificate and/or Rating Application, Completed by an ACR for an FIRC

3. PROCEDURES. Accomplish the following:

A. Application. The applicant must complete an FAA Form 8710-10. The completed application should be submitted to the supervising FSDO.

NOTE: Do not send the application to the NEB.

(1) Complete an oral examination with an inspector.

(2) Complete training on evaluation of airman applications and procedures for processing airman certification files.

(3) The jurisdictional FSDO shall review the applicant's FAA Form 8710-10 and send a copy of the completed form to notify the jurisdictional Flight Standards Regional Office, Airman Certification Branch, AFS-760, and General Aviation and Commercial Division, AFS-800.

B. Process Certification Files. Evaluate applications for renewal of a valid flight instructor certificate and issue temporary certificates, as appropriate.

(1) Return any application that cannot be acted upon to the applicant. Advise the applicant of the reasons for non-acceptance.

(2) Make a record of all flight instructor renewal applications processed, including those denied.

C. Renewal. Apply for renewal before the expiration date of the examiner's current designation.

(1) Present the ACR's current Certificate of Authority and a record of all applications processed since the last renewal to the designating FSDO.

(2) Schedule a personal interview with the inspector renewing the designation to discuss examiner performance and procedures.

4. TASK OUTCOMES. Successful completion of this task results in designation as an ACR and appropriate exercise of the ACR's authority.

5. FUTURE ACTIVITIES.

A. Accomplishment of inspections by the FSDO.

B. Renewal of the ACR designation.

[THIS PAGE INTENTIONALLY LEFT BLANK]

**FIGURE 17-1. DESIGNATED EXAMINER'S REPORT SECTION OF
FAA FORM 8710-1, AIRMAN CERTIFICATE AND/OR RATING
APPLICATION, COMPLETED BY AN ACR FOR AN FIRC**

Instructor's Recommendation																																
I have personally instructed the applicant and consider this person ready to take the test.																																
Date 11/25/05	Instructor's Signature (Print Name & Sign) MARK A. GRAY		Certificate No. 7712255CFI	Certificate Expires 03/31/07																												
Air Agency's Recommendation																																
The applicant has successfully completed our <u>FLIGHT INSTRUCTOR REFRESHER CLINIC</u> course, and is recommended for certificate or rating without further <u>PRACTICAL</u> test.																																
Date 11/27/05	Agency Name and Number BRANNON AVIATION PS 304-7		Official Signature DEAN CHAMBERLAIN																													
		Title CHIEF FLIGHT INSTRUCTOR																														
Designated Examiner or Airman Certification Representative Report																																
☐ Student Pilot Certificate Issued (Copy attached) ☒ 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. ☒ I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. ☒ I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below. ☒ Approved – Temporary Certificate Issued (Original Attached) ☐ Disapproved – Disapproval Notices Issued (Original Attached)																																
Location of Test (Facility, City, State) BY ACR FIRC [ADDRESS OF FIRC; TELEPHONE NUMBER & E-MAIL ADDRESS OF ACR]			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th align="center" colspan="3">Duration of Test</th> </tr> <tr> <td align="center">Ground N/A</td> <td align="center">Simulator/FTD N/A</td> <td align="center">Flight N/A</td> </tr> </table>			Duration of Test			Ground N/A	Simulator/FTD N/A	Flight N/A																					
Duration of Test																																
Ground N/A	Simulator/FTD N/A	Flight N/A																														
Certificate or Rating for Which Tested FLIGHT INSTRUCTOR RENEWAL		Type(s) of Aircraft Used N/A	Registration No.(s) N/A																													
Date 12/5/05	Examiner's Signature (Print Name & Sign) EDWARD D. HAVENS		Certificate No. 9876543210	Designation No. GL-09-123AR	Designation Expires 12/31/06																											
Evaluator's Record (Use For ATP Certificate and/or Type Rating)																																
	Inspector	Examiner	Signature and Certificate Number		Date																											
Oral	☐	☐	_____		_____																											
Approved Simulator/Training Device Check	☐	☐	_____		_____																											
Aircraft Flight Check	☐	☐	_____		_____																											
Advanced Qualification Program	☐	☐	_____		_____																											
Aviation Safety Inspector or Technician Report																																
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. ☐ Approved – Temporary Certificate Issued (Original Attached) ☐ Disapproved – Disapproval Notice Issued (Original Attached)																																
Location of Test (Facility, City, State)			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th align="center" colspan="3">Duration of Test</th> </tr> <tr> <td align="center">Ground N/A</td> <td align="center">Simulator/FTD N/A</td> <td align="center">Flight N/A</td> </tr> </table>			Duration of Test			Ground N/A	Simulator/FTD N/A	Flight N/A																					
Duration of Test																																
Ground N/A	Simulator/FTD N/A	Flight N/A																														
Certificate or Rating for Which Tested		Type(s) of Aircraft Used	Registration No.(s)																													
<table border="0" style="width:100%;"> <tr> <td>☐ Student Pilot Certificate Issued</td> <td>☐ Certificate or Rating Based on</td> <td>☐ Flight Instructor</td> <td>☐ Ground Instructor</td> </tr> <tr> <td>☐ Examiner's Recommendation</td> <td>☐ Military Competence</td> <td>☐ Renewal</td> <td></td> </tr> <tr> <td>☐ Accepted ☐ Rejected</td> <td>☐ Foreign License</td> <td>☐ Reinstatement</td> <td></td> </tr> <tr> <td>☐ Reissue or Exchange of Pilot Certificate</td> <td>☐ Approved Course Graduate</td> <td colspan="2">Instructor Renewal Based on</td> </tr> <tr> <td>☐ Special Medical test conducted – report forwarded</td> <td>☐ Other Approved FAA Qualification Criteria</td> <td>☐ Activity</td> <td>☐ Training Course</td> </tr> <tr> <td>☐ To Aeromedical Certification Branch, AAM-330</td> <td></td> <td>☐ Test</td> <td>☐ Duties and Responsibilities</td> </tr> </table>						☐ Student Pilot Certificate Issued	☐ Certificate or Rating Based on	☐ Flight Instructor	☐ Ground Instructor	☐ Examiner's Recommendation	☐ Military Competence	☐ Renewal		☐ Accepted ☐ Rejected	☐ Foreign License	☐ Reinstatement		☐ Reissue or Exchange of Pilot Certificate	☐ Approved Course Graduate	Instructor Renewal Based on		☐ Special Medical test conducted – report forwarded	☐ Other Approved FAA Qualification Criteria	☐ Activity	☐ Training Course	☐ To Aeromedical Certification Branch, AAM-330		☐ Test	☐ Duties and Responsibilities			
☐ Student Pilot Certificate Issued	☐ Certificate or Rating Based on	☐ Flight Instructor	☐ Ground Instructor																													
☐ Examiner's Recommendation	☐ Military Competence	☐ Renewal																														
☐ Accepted ☐ Rejected	☐ Foreign License	☐ Reinstatement																														
☐ Reissue or Exchange of Pilot Certificate	☐ Approved Course Graduate	Instructor Renewal Based on																														
☐ Special Medical test conducted – report forwarded	☐ Other Approved FAA Qualification Criteria	☐ Activity	☐ Training Course																													
☐ To Aeromedical Certification Branch, AAM-330		☐ Test	☐ Duties and Responsibilities																													
Training Course (FIRC) Name		Graduation Certificate No.		Date																												
Date	Inspector's Signature (Print Name & Sign)		Certificate No.	FAA District Office																												
<table border="0" style="width:100%;"> <tr> <td>Attachments:</td> <td>☒ Airman's Identification (ID)</td> <td></td> </tr> <tr> <td>☐ Student Pilot Certificate (Copy)</td> <td>MISSOURI DRIVER'S LICENSE</td> <td>ID: _____</td> </tr> <tr> <td>☒ Knowledge Test Report</td> <td>Form of ID _____</td> <td>Name: <u>RACHEL GRAY</u></td> </tr> <tr> <td>☒ Temporary Airman Certificate</td> <td>378294651</td> <td>Date of Birth: <u>08-08-74</u></td> </tr> <tr> <td>☐ Notice of Disapproval</td> <td>Number _____</td> <td>Certificate Number: <u>456798732</u></td> </tr> <tr> <td>☒ Superseded Airman Certificate</td> <td>09-30-06</td> <td>E-Mail Address <u>NONE</u></td> </tr> <tr> <td></td> <td>Expiration Date _____</td> <td></td> </tr> <tr> <td></td> <td>(504) 345-9808</td> <td></td> </tr> <tr> <td></td> <td>Telephone Number _____</td> <td></td> </tr> </table>						Attachments:	☒ Airman's Identification (ID)		☐ Student Pilot Certificate (Copy)	MISSOURI DRIVER'S LICENSE	ID: _____	☒ Knowledge Test Report	Form of ID _____	Name: <u>RACHEL GRAY</u>	☒ Temporary Airman Certificate	378294651	Date of Birth: <u>08-08-74</u>	☐ Notice of Disapproval	Number _____	Certificate Number: <u>456798732</u>	☒ Superseded Airman Certificate	09-30-06	E-Mail Address <u>NONE</u>		Expiration Date _____			(504) 345-9808			Telephone Number _____	
Attachments:	☒ Airman's Identification (ID)																															
☐ Student Pilot Certificate (Copy)	MISSOURI DRIVER'S LICENSE	ID: _____																														
☒ Knowledge Test Report	Form of ID _____	Name: <u>RACHEL GRAY</u>																														
☒ Temporary Airman Certificate	378294651	Date of Birth: <u>08-08-74</u>																														
☐ Notice of Disapproval	Number _____	Certificate Number: <u>456798732</u>																														
☒ Superseded Airman Certificate	09-30-06	E-Mail Address <u>NONE</u>																														
	Expiration Date _____																															
	(504) 345-9808																															
	Telephone Number _____																															

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

[THIS PAGE INTENTIONALLY LEFT BLANK]