

## CHAPTER 2. ACCOMPLISH INITIAL DESIGNATION FOR EXAMINERS

### SECTION 1. BACKGROUND

**1. OBJECTIVE.** The objective of this task is to determine if a person meets the qualifications for designation as an examiner and, if selected as an examiner candidate by the Flight Standards District Office (FSDO), completes the procedures required for initial designation. Successful completion of this task results in designation as a pilot examiner. Refer to:

- Chapter 15 for Pilot Proficiency Examiners
- Chapter 16 or 17 for ACR
- Chapter 18 for FIRC, MCE, FPE, GIE, and MC/FPE

**2. GENERAL.** Candidates for designation as an examiner must be technically qualified and must hold all pertinent category, class, and type ratings for each aircraft for which designation is sought. All pilot examiners must meet the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 61, §§ 61.56 and 61.57, as appropriate. Except as specifically noted for national designated pilot examiner (NDPE)/flight examiner engineer registry (FEER) examiners in paragraphs 5 and 7 of this section, all examiners must meet the requirements of § 61.58, if appropriate, and be current and qualified to act as Pilot-in-Command (PIC) of each aircraft for which they are authorized throughout the duration of the designation. For designations requiring a medical certificate, the examiner must maintain at least a third-class medical certificate throughout the duration of the designation. Any required flight instructor certificate must be kept current for the duration of the designation. An examiner candidate for a rotorcraft/helicopter designation must hold the appropriate category, class, and, if appropriate, type ratings. Examiner's authorizations will be issued on the basis of each make and basic model of helicopter, regardless of the aircraft's size and power source.

*A. General Criteria.* In addition to meeting the preceding technical qualifications, an examiner candidate must:

- (1) Be at least 21 years old.

- (2) Have a good record as a pilot and flight instructor in regard to accidents, incidents, and violations. Candidates 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.

- (3) Have a reputation for integrity and dependability in the industry and the community.

- (4) Have a history of cooperation with the Federal Aviation Administration (FAA).

- (5) Hold a valid third-class medical certificate for initial designation, except in the case of a designation limited to examining in balloons, gliders, or simulators for which no medical certificate is required.

- (6) Be serving as a flight instructor; in another comparable position for a flight school, executive operator, air carrier operator, commercial operator, or as a check airman or check pilot for a 14 CFR part 121, 125, 135, or commercial operator. If the examiner candidate is not employed as a flight instructor, the examiner candidate's employment must include duties primarily devoted to testing airmen or similar evaluation activities.

- (7) Meet all eligibility and experience requirements for the specific designation sought.

- (a) An examiner must have logged at least 5 hours as PIC in each make and model of multiengine airplane and helicopters in which that examiner conducts practical tests. This eligibility criteria is the responsibility of the examiner that must be met before being allowed to conduct a practical test in a specific make and model of multiengine airplane and helicopters. The supervising FSDO must ensure that an examiner meets this eligibility criteria before authorizing that examiner to conduct a practical test in a specific make and model of multiengine airplane and helicopters. The NEB does not evaluate an examiner candidate for meeting this eligibility requirement.

(b) An examiner must have logged at least 5 hours as PIC in each make and model of multiengine aircraft and helicopters in which that examiner conducts tests.

(c) Glider examiners must show experience and demonstrate skill in aero tow, ground tow and self-launch procedures, or their examining activity will be limited to the launch privileges authorized.

(d) Private pilot examiners (PE) and commercial pilot examiners (CE) with balloon designations may have flight time in gas balloons, hot air balloons, or a combination of the two in order to meet the flight time requirements for designation. If the examiner's pilot certificate is restricted to balloons with airborne heater or gas balloons only, the examiner may conduct practical tests only in that kind of balloon (e.g., hot air or gas balloon).

(e) An examiner is not required to be a U.S. citizen.

*B. Examiner Applications.* Candidates must send a completed FAA Form 8710-10, National Examiner Board—Designated Pilot Examiner Candidate Application, to the National Examiner Board (NEB) at: FAA, National Examiner Board, AFS-640, Mike Monroney Aeronautical Center, P.O. Box 25082, Oklahoma City, OK 73125. The NEB accepts and evaluates applications from persons applying for initial designation as an examiner under the provisions of this order. For candidates applying for designation as a pilot proficiency examiner (PPE), airman certification representative (ACR), military competency examiner (MCE), foreign pilot examiner (FPE), military competency/foreign pilot examiner (MC/FPE), flight engineer examiner (FEE), flight instructor renewal examiner (FIRE), or NDPE/FEER examiner, see subparagraphs (3) and (4) below. The NEB will advise the candidate, by letter, whether or not the candidate meets the criteria for the designation sought. If the candidate does not meet the appropriate criteria, the NEB will advise the candidate how the deficiency may be corrected. The candidate must retain a copy of all documents submitted to the NEB for the candidate's personal records.

(1) The NEB applies the general qualification requirements, technical requirements, and experience criteria detailed in this order to determine whether

candidates meet FAA requirements for the initial designation sought.

(2) The NEB may approve an examiner candidate who does not meet all of the qualification requirements of this order for assignment to the national examiner registry pool. However, before approving that examiner candidate, the NEB must receive a letter from the Flight Standards regional division manager that explains the deficiency and details the circumstances which justifies approval of the application.

(3) Candidates for designation as a PPE, ACR, MCE, FPE, MC/FPE, FEE, or FIRE must send their completed application forms directly to the supervising FSDO for processing. Candidates holding PPE, ACR, MCE, FPE, MC/FPE, FEE, or FIRE designations who are applying for designation as a designated pilot examiner must submit an application for examiner authorization to the NEB.

(4) NDPE/FEER examiner candidates must submit applications directly to the Experimental Aircraft Association (EAA) for consideration. The EAA will recommend successful examiner candidates to the FAA, General Aviation and Commercial Division, AFS-800, 800 Independence Avenue SW., Washington, DC 20591; telephone number (202) 267-8212 for selection and appointment. The FAA NDPE/FEER Program Manager, AFS-800, may only appoint an NDPE/FEER examiner after that person has been approved by the NEB.

(5) Examiners who are seeking renewal or reinstatement must send their application directly to the jurisdictional FSDO. However, an examiner who is relocating and whose designation is not current must apply for reinstatement at the receiving FSDO through the NEB. The application must be processed as an initial application.

*C. Initial Screening and Knowledge Test.* If the candidate meets the appropriate criteria, the NEB will advise the candidate, in writing, that the application has been accepted and the candidate is eligible to take the predesignation knowledge test. The cost of the predesignation test is borne by the candidate. The candidate must forward the test results (original with raised seal) to the NEB within 10 days of the date of the test. The candidate must retain a copy of the predesignation knowledge test report for the candidate's personal records.

(1) The candidate must obtain a grade of 80 percent or higher on the predesignation knowledge test in order to continue the application process.

(2) Candidates for designation as a PPE, ACR, MCE, FPE, MC/FPE, FEE, or FIRE are not required to take the predesignation knowledge test.

*D. National Examiner Board.* The NEB maintains a national examiner candidate pool which contains the application files of examiner candidates who meet the requirements for the designation sought. Candidates who are approved for assignment to the national examiner candidate pool will be categorized by the geographical area(s) for which the candidate can serve and by the type(s) of designations sought. Approved applications are retained in the examiner candidate pool for a period of 24 calendar-months or until the candidate is selected for designation by the FSDO. After 24 calendar-months, examiner candidates not selected for designation will be removed from the pool and must repeat the application process in order to apply for reassignment to the examiner candidate pool.

(1) A candidate who is not approved for assignment to the examiner candidate pool may request a review of the NEB's decision by the Flight Standards regional division manager.

(2) Upon request from a FSDO, the NEB sends the three most highly qualified examiner candidates' files to the FSDO for the designation in the geographic area needed. The FSDO may accept or decline any examiner candidate referred by the NEB.

(3) Examiner candidates need not have a residence within the supervising FSDO's geographical area of jurisdiction; however, an examiner candidate must be able to provide prompt and timely examiner service (i.e., within 7 days and no more than 100 miles travel for the pilot applicant) in the FSDO's geographical area in order to be considered for designation by that FSDO.

(4) A FSDO may request examiner candidates to serve a specific geographical location.

(5) The approval of the regional Flight Standards division manager is required in order for a FSDO to designate an examiner candidate who does not meet all of the qualification criteria stated in this order.

*E. Practical Test.* Each examiner candidate considered for designation by the FSDO must pass a practical evaluation by an aviation safety inspector (ASI) before an initial designation is issued. The practical evaluation helps the FAA determine whether the examiner candidate is competent to apply current practical test procedures and performance standards. The FSDO will schedule the practical evaluation upon selecting an examiner candidate for designation.

*F. Training.* Each examiner candidate must successfully complete the Initial Pilot Examiner Standardization Seminar conducted by the Regulatory Support Division, AFS-600, in Oklahoma City within 3 calendar-months of initial designation. Examiners who are designated before attending and completing the initial standardization seminar will be issued an LOA with an expiration date that coincides with the scheduled completion date of the Initial Pilot Examiner Standardization Seminar. Authorization for an examiner to conduct tests prior to completion of the Initial Pilot Examiner Standardization Seminar requires the approval of the supervising FSDO manager.

(1) Examiners must be instructed in procedures relating to all levels of pilot/flight instructor certification that are pertinent to their designation.

(2) If an examiner candidate fails to successfully complete the Initial Pilot Examiner Standardization Seminar, any previously conferred examining authority will be rescinded and the examiner candidate will not be reconsidered for designation as a pilot examiner for at least 12 calendar-months thereafter.

(3) Any examiner who has held an airline transport pilot (ATP) examining authorization under Order 8400.10, Air Transportation Operations Inspector's Handbook, must satisfactorily complete the Initial Pilot Examiner Standardization Seminar before exercising any authorization as a general aviation examiner.

(4) Generally speaking, former FAA ASIs are made to complete the same application procedures, training, and evaluations as is required for all other examiner candidates. However, the following exceptions are listed below as a former FAA ASI may receive credit for the experiences stated in the following subparagraphs (a) or (b) in lieu of the annual PIC currency requirements:

(a) During the rating and evaluation process, the NEB may credit former FAA Aviation Safety Inspectors (Operations) 5 hours of PIC currency for each practical test/proficiency check/stage check/end of course check administered toward the annual PIC currency requirement when administered in accordance with the below alternative criteria of this paragraph. In order for a former FAA ASI (Operations) to receive credit for this alternative criteria, the former FAA ASI (Operations) must show documentation from the FAA National Program Tracking and Reporting System (PTRS) that substantiates having met this following alternative criteria:

- for each proficiency check five 5 hours of PIC currency that was administered under part 121 within the preceding 12 calendar-months
- for each proficiency check 5 hours of PIC currency that was administered under part 125 within the preceding 12 calendar-months
- for each proficiency check 5 hours of PIC currency that was administered under part 135 within the preceding 12 calendar-months
- for each proficiency check 5 hours of PIC currency that was administered to a chief instructor, assistant chief instructor, or check instructor under part 141 within the preceding 12 calendar-months
- for each stage check and end of course check 5 hours of PIC currency that was administered under part 141 within the preceding 12 calendar-months
- for each pilot certification/additional aircraft rating practical test 5 hours of PIC currency that was administered in accordance with the Practical Test Standards under part 61 within the preceding 12 calendar-months
- for each pilot certification/additional aircraft rating practical test 5 hours of PIC currency that was administered in accordance with the Practical Test

Standards under part 141 within the preceding 12 calendar-months

- for each pilot certification/additional aircraft rating practical test 5 hours of PIC currency that was administered in accordance with the Practical Test Standards under part 142 within the preceding 12 calendar-months

**NOTE: This policy in subparagraph (a) was approved initially on April 10, 1995, by the Director, Flight Standards Service, AFS-1. This policy was expanded and further approved on September 24, 2002, by the Director, Flight Standards Service.**

(b) During the rating and evaluation process, the NEB may in lieu of the annual PIC currency requirements or the alternative criteria stated in paragraph (a) above [i.e., 5 hours of PIC currency credit for each practical test administered] permit former FAA ASIs (Operations) to substitute the following alternative criteria of this paragraph. In order for a former FAA ASI (Operations) to receive credit for this alternative criteria, the former FAA ASI (Operations) must show documentation from the FAA's National PTRS that substantiates having met this alternative criteria [i.e., Recurrent Training, Practical Test, and General Activity alternative criteria]:

*i. Recurrent Training.*

- A former FAA Aviation Safety Inspector (Operations) must have attended the annual examiner meeting held by the designating FSDO within the preceding 12 calendar-months
- Within the preceding 2 years, a former FAA Aviation Safety Inspector (Operations) must have satisfactorily completed the examiner recurrent standardization training

*ii. Practical Test.* Within the preceding 12 calendar-months, a former FAA ASI (Operations) must have demonstrated knowledge and skill appropriate to the designation and authorizations to be renewed by

satisfactory completion of an annual practical test (demonstration of competency) to a qualified FAA ASI.

*iii. General Activity.* Within the preceding 12 calendar-months, a former FAA ASI (Operations) must have met one of the following general practical test activity plus the multiengine airplane renewal requirement (if qualification in a multiengine airplane is appropriate for the designation):

- Conducted at least 10 certification or aircraft rating practical tests in airplanes
- Conducted at least 5 certification or rating practical tests in helicopters, gyroplanes, gliders, free balloons, or airships, as appropriate
- Conducted at least five instrument rating practical tests
- Conducted at least five ATP practical tests.

*iv. Multiengine Airplane Authorizations.* The former FAA ASI (Operations) must have conducted at least 5 multiengine airplane rating practical tests in each make and model of airplane for the multiengine airplane designation sought within the preceding 12 calendar-months.

**NOTE: This policy in subparagraph (b) was approved on December 20, 2002, by the Director, Flight Standards Service.**

(5) Five hours of PIC currency for each pilot certification/additional aircraft rating practical test administered.

(6) The jurisdictional FSDO that will issue the Letter of Authority to the examiner candidate shall provide training to that examiner candidate on the current policies, procedures, and practical test standard requirements prior to designation. This training shall include how to prepare a plan of action, conduct a practical test, and provide the required briefings.

**3. ELIGIBILITY AND EXPERIENCE REQUIREMENTS.** To be eligible for selection and designation as an examiner, an examiner candidate must

meet the following requirements, appropriate to the specific designation sought. Refer to:

*A. Private Pilot Examiner—Airplane.* (Refer to Chapter 15 for Pilot Proficiency Examiners; Chapter 16 or 17 for ACR; Chapter 18 for FIRC, MCE, FPE, GIE, and MC/FPE.) The examiner candidate must have at least:

(1) A commercial pilot certificate with an airplane category rating, appropriate class rating(s), and an Instrument—Airplane rating.

(2) A valid flight instructor certificate with an airplane category and appropriate class rating(s).

(3) As PIC 2,000 hours which includes at least:

(a) In airplanes, 1,000 hours of which 300 hours were accrued within the past year;

(b) In the class of airplane, 300 hours for which the designation is sought; and

(c) In airplanes, 100 hours at night.

(4) As a flight instructor, 500 hours in airplanes (instructor time must have been accrued as a certificated flight instructor (CFI) or a military flight instructor), which includes at least 100 hours of flight instruction given in the class of airplane pertinent to the designation sought.

*B. Private Pilot Examiner—Rotorcraft.* The examiner candidate must have at least:

(1) A commercial pilot certificate with a rotorcraft category and appropriate class rating(s);

(2) A valid flight instructor certificate with a rotorcraft category and appropriate class rating(s);

(3) As PIC, 1,000 hours which includes at least:

(a) In rotorcraft, 500 hours of which 100 hours were accrued within the past year; and

(b) In helicopters, 250 hours or 150 hours in gyroplanes, as appropriate for the designation sought.

(4) As a flight instructor, 200 hours in helicopters or gyroplanes, as appropriate for the designation sought

(instructor time must have been accrued as a CFI or a military flight instructor).

*C. Private Pilot Examiner—Glider.* The examiner candidate must have at least:

(1) A commercial pilot certificate with a glider category rating or ratings.

(2) A valid flight instructor certificate with a glider category rating or ratings.

(3) As PIC, 500 hours which includes at least:

(a) In gliders, 200 hours; and

(b) In gliders, 10 hours within the past year that includes at least 10 flights in gliders.

(4) As a flight instructor, 100 hours in gliders.

*D. Private Pilot Examiner—Airships.* The examiner candidate must have at least:

(1) A commercial pilot certificate with a lighter-than-air category rating and an airship class rating.

(2) As PIC, 1,000 hours which includes at least:

(a) In airships, 500 hours of which 200 hours were accrued within the past year; and

(b) In airships, 50 hours at night.

(3) As a flight instructor, 100 hours in airships.

*E. Private Pilot Examiner—Balloon.* The examiner candidate must have at least:

(1) A commercial pilot certificate with a lighter-than-air category rating and a balloon class rating;

(2) As PIC, 200 hours which includes at least:

(a) In balloons, 100 hours; and

(b) In balloons, 20 hours within the past year, including 10 flights in balloons of at least 30 minutes duration each.

(3) As a flight instructor in balloons, 50 hours of which 10 hours were accrued within the past year.

*F. Private Pilot Examiner—Powered-lift.* The examiner candidate must have at least:

(1) A commercial pilot certificate with a powered-lift category rating and an Instrument—Powered-lift rating.

(2) A valid flight instructor certificate with a powered-lift category.

(3) As PIC, 2,000 hours which includes at least:

(a) In powered-lifts, 1,000 hours of which 300 hours were accrued within the past year; and

(b) In powered-lifts, 100 hours at night.

(4) As a flight instructor, 500 hours in powered-lifts (instructor time must have been accrued as a CFI or a military flight instructor).

*G. Commercial and Instrument Examiner—Airplane.* The examiner candidate must have at least:

(1) A commercial pilot certificate with an airplane category, appropriate class rating or ratings, and an Instrument—Airplane rating.

(2) A valid flight instructor certificate with an airplane category rating, the appropriate class rating(s), and an Instrument—Airplane rating.

(3) As PIC, 2,000 hours which includes at least:

(a) In airplanes, 1,000 hours of which 300 hours were accrued within the past year;

(b) In the class of airplane, 500 hours for which the designation is sought;

(c) In airplanes, 100 hours at night;

(d) In complex airplanes, 200 hours;

(e) Of instrument flight time, 100 hours in actual or simulated conditions; and

(f) If the designation will include authority to conduct practical tests in large or turbine-powered airplanes, the candidate must have 300 hours in large or turbine-powered airplanes, of which 50 hours are in the type of airplane for which designation is sought. If authorization is for additional types of large or turbine-

powered airplanes, then the candidate must have 25 hours in each of those additional types sought.

(4) As a flight instructor, 500 hours in airplanes (instructor time must have been accrued as a CFI or a military flight instructor), which includes at least:

(a) Of flight instruction given in the class of airplane pertinent to the designation sought, 100 hours; and

(b) Of instrument flight instruction, 250 hours of which 200 hours were given in airplanes.

*H. Commercial and Instrument Examiner—Helicopter.* The examiner candidate must have at least:

(1) A commercial pilot certificate with a rotorcraft category rating, helicopter class rating, and an Instrument—Helicopter rating.

(2) A valid flight instructor certificate with a rotorcraft category rating, helicopter class rating, and an Instrument—Helicopter rating.

(3) As PIC, 2,000 hours which includes at least:

(a) In helicopters, 500 hours;

(b) In helicopters, 100 hours in the past year; and

(c) Of instrument flight time in simulated or actual conditions, 100 hours; and

(d) If the designation will include authority to conduct practical tests in large helicopters, 100 hours in large helicopters, which includes 50 hours in the type of helicopter for which designation is sought. If authorization for additional types of large helicopters is sought, 25 hours is required in each of those additional types sought.

(4) As a flight instructor, 250 hours in helicopters (instructor time must have been accrued as a CFI or as a military flight instructor), which includes at least:

(a) Of instrument flight instruction, 50 hours; and

(b) Preparing pilots for a commercial pilot certificate in helicopters, 100 hours.

*I. Commercial and Instrument Examiner—Powered-lift.* The examiner candidate must have at least:

(1) A commercial pilot certificate with a powered-lift category and an Instrument—Powered-lift rating.

(2) A valid flight instructor certificate with a powered-lift category rating and an Instrument—Powered-lift rating.

(3) As PIC, 2,000 hours which includes at least:

(a) In powered-lifts, 1,000 hours of which 300 hours were accrued within the past year;

(b) In powered-lifts, 100 hours at night;

(c) Of instrument flight time in actual or simulated conditions, 100 hours; and

(d) If the designation will include authority to conduct practical tests in large or turbine-engine powered-lifts, 300 hours in large or turbine-engine powered-lifts, of which 50 hours are in the type of powered-lift for which designation is sought. If authorization is for additional types of large or turbine engine powered-lifts, then the candidate must have 25 hours in each of those additional types sought.

(4) As a flight instructor, 500 hours in powered-lifts (instructor time must have been accrued as a CFI or a military flight instructor), which includes at least 250 hours of instrument flight instruction, of which 200 hours were given in powered-lifts.

*J. Commercial Pilot Examiner—Rotorcraft.* The examiner candidate must have at least:

(1) A commercial pilot certificate with a rotorcraft category rating and a helicopter or gyroplane class rating, as appropriate.

(2) A valid flight instructor certificate with a rotorcraft category rating and a helicopter or gyroplane class rating, as appropriate.

(3) As PIC, 2,000 hours which includes at least:

(a) In rotorcraft, 500 hours;

(b) In rotorcraft, 100 hours in the past year;

(c) In helicopters, 250 hours or in gyroplanes, 150 hours, as appropriate; and

(d) If the designation will include authority to conduct practical tests in large helicopters, 100 hours in large helicopters, which includes 50 hours in the type of helicopter for which designation is sought. If authorization for additional types of large helicopters is sought, 25 hours is required in each of those additional types sought.

(4) As a flight instructor, 200 hours in helicopters or gyroplanes (instructor time must have been accrued as a CFI or a military flight instructor), which includes 50 hours as a CFI in helicopters or gyroplanes, as appropriate for the designation sought, preparing pilots for a commercial pilot certificate.

*K. Commercial Pilot Examiner—Glider.* The examiner candidate must have at least:

(1) A commercial pilot certificate with a glider category rating.

(2) A valid flight instructor certificate with a glider category rating.

(3) As PIC, 500 hours which includes at least:

(a) In gliders, 250 hours; and

(b) In gliders, 20 hours flown within the past year that consist of at least 50 flights in gliders.

(4) As a flight instructor, 200 hours including 100 hours of flight instruction given in gliders.

*L. Commercial Pilot Examiner—Airships.* The examiner candidate must have:

(1) At least a commercial pilot certificate with a lighter-than-air category rating and an airship class rating.

(2) As PIC, at least 2,000 hours which includes at least:

(a) In airships, 500 hours;

(b) In airships, 200 hours within the past year; and

(c) In airships, 50 hours at night.

(3) Given at least 100 hours of flight instruction in airships.

*M. Commercial Pilot Examiner—Balloon.* The examiner candidate must have:

(1) At least a commercial pilot certificate with a lighter-than-air category rating and a balloon class rating.

(2) As PIC, at least 200 hours which includes at least:

(a) In balloons, 100 hours; and

(b) In balloons, 20 hours within the past year, including 10 flights in balloons of at least 30 minutes duration each.

(3) Held a commercial pilot certificate with a balloon rating for at least 1 year prior to designation.

(4) Given at least 50 hours of flight instruction in balloons, of which at least 10 hours were accrued within the past year.

*N. Airline Transport Pilot Examiner—Airplane.*

(1) The examiner candidate must have at least an airline transport pilot certificate with an airplane category and appropriate class rating or ratings, with Instrument—Airplane privileges appropriate to the airplane rating sought (if needed for the designation sought).

(2) The examiner candidate must have at least a valid flight instructor certificate with an airplane category rating, appropriate class rating or ratings, and an Instrument—Airplane rating.

(3) The examiner candidate must have at least 2,000 hours as PIC, which includes at least:

(a) In airplanes, 1,500 hours of which 300 hours were accrued within the past year;

(b) In the class of airplane for which the designation is sought, 500 hours;

(c) In airplanes, 100 hours at night;

(d) In complex airplanes, 200 hours;

(e) Of instrument flight time, 100 hours in actual or simulated conditions; and

(f) If the designation will include authority to conduct practical tests in large or turbine-powered airplanes, 300 hours in large or turbine-powered airplanes, of which 50 hours are in the type of airplane for which designation is sought. If authorization is for additional types of large or turbine-powered airplanes, then the candidate must have 25 hours in each of those additional types sought.

(4) The examiner candidate must have at least 500 hours as a flight instructor in airplanes (instructor time must have been accrued as a CFI or a military flight instructor), which includes at least:

(a) Of flight instruction given in the class of airplane pertinent to the designation sought, 100 hours;

(b) Of instrument flight instruction, 250 hours of which 200 hours were given in airplanes; and

(c) Preparing pilots for a commercial or an airline transport pilot certificate with an airplane category or type rating or an Instrument—Airplane rating, 150 hours.

(5) ATPEs are not authorized to conduct instrument rating practical tests unless they hold a CIRE designation for the category and class of airplane pertinent to the tests to be conducted.

(6) ATPEs are authorized to conduct ATP certification practical tests in single-engine airplane if they hold such class and category ratings on their ATP certificates, unless their designations are limited in writing.

(7) Any applicable limitations, such as “AIRLINE TRANSPORT PILOT EXAMINER AIRPLANE (CE 500 ONLY),” must be placed on the examiner’s FAA Form 8430-9, Certificate of Authority, and LOA.

*O. Airline Transport Pilot Examiner—Helicopter.* The examiner candidate must have at least:

(1) An airline transport pilot certificate with a rotorcraft category rating and a helicopter class rating, with Instrument—Helicopter privileges (if needed for the designation sought).

(2) A valid flight instructor certificate with a rotorcraft category rating, helicopter class rating, and an Instrument—Helicopter rating.

(3) As PIC, 2,000 hours which includes at least:

(a) In helicopters, 1,200 hours;

(b) In helicopters, 100 hours in the past year;

(c) Of instrument flight time, 100 hours in simulated or actual conditions; and

(d) If the designation will include authority to conduct practical tests in large helicopters, 100 hours in large helicopters which includes 50 hours in the type of large helicopter, for which designation is sought. If authorization for additional types of large helicopters is sought, then the candidate must have 25 hours in each of those additional types sought.

(4) As a flight instructor, 250 hours in helicopters (instructor time must have been accrued as a CFI or a military flight instructor), which includes at least:

(a) Preparing pilots for a commercial or an airline transport pilot certificate with a helicopter class or type rating or Instrument—Helicopter rating, 100 hours; and

(b) Of instrument flight instruction, 50 hours.

*P. Airline Transport Pilot Examiner—Powered-lift.* The examiner candidate must have at least:

(1) An airline transport pilot certificate with a powered-lift category with Instrument—Powered-lift privileges.

(2) A valid flight instructor certificate with a powered-lift category rating with an Instrument—Powered-lift rating.

(3) As PIC, 2,000 hours which includes at least:

(a) In powered-lifts, 1,500 hours of which 300 hours were accrued within the past year;

(b) In powered-lifts, 100 hours at night;

(c) Of instrument flight time, 100 hours in actual or simulated conditions; and

(d) If the designation will include authority to conduct practical tests in large or turbine-engine powered-lifts, 300 hours in large or turbine-engine powered-lifts, of which 50 hours are in the type of powered-lift for which designation is sought. If authorization is for additional types of large or turbine-engine powered-lifts, then the candidate must have 25 hours in each of those additional types sought.

(4) As a flight instructor, 500 hours in powered-lifts (instructor time must have been accrued as a CFI or a military flight instructor) which includes at least:

(a) Of instrument flight instruction, 250 hours of which 200 hours were given in powered-lifts.

(b) Preparing pilots for a commercial or an airline transport pilot certificate with a powered-lift category or type rating or an Instrument—Powered-lift rating, 150 hours.

*Q. Flight Instructor Examiner (FIE).* The examiner candidate must:

(1) Meet all of the requirements for a CE or commercial instrument and rating examiner (CIRE) designation, as appropriate, for the category and class of aircraft pertinent to the FIE designation sought; and

(2) Have held a CE and/or CIRE designation, as appropriate, for at least 1 year prior to designation as an FIE.

*R. NPDE/FEER.* The examiner candidate must:

(1) Hold and maintain an FAA Certificate of Authority as an examiner, unless the NDPE/FEER examiner's specialization in aircraft qualification is so unique that AFS-800 has determined the examiner need not hold an FAA Certificate of Authority as an examiner. In this case, AFS-800 may permit a NDPE/FEER examiner to only be required to hold a Certificate of Authority as a NDPE/FEER examiner;

(2) Have a recommendation from the EAA;

(3) Hold at least one type rating in a vintage aircraft identified on the NDPE/FEER;

(4) Have a proven background involving the operation of vintage aircraft; and

(5) Be approved by AFS-800 for designation as a NDPE/FEER examiner.

*S. MCE.* The eligibility and experience requirements for this examiner candidate is covered in chapter 18.

*T. FPE.* The eligibility and experience requirements for this examiner candidate is covered in chapter 18.

*U. MC/FPE.* The eligibility and experience requirements for this examiner candidate is covered in chapter 18.

*V. FIRE.* The eligibility and experience requirements for this examiner candidate is covered in chapter 18.

*W. Ground Instructor Examiner.* The eligibility and experience requirements for this examiner candidate are covered in chapter 18.

**4. EVALUATION OF COMPETENCY.** Except for NDPE/FEER examiners, an evaluation of competency as a pilot examiner and an LOA for each specific make and model of multiengine airplane, helicopter, powered-lift, turbine powered airplane, and large aircraft are required for initial authorization to conduct practical tests in these aircraft. The examiner candidate may demonstrate competency in an aircraft or in a Level C or D flight simulator if the simulator used is representative of the aircraft to be authorized by the examiner candidate's designation. In order to conduct a test in a simulator, the examiner must hold a type rating for the type of aircraft represented by the simulator if the represented aircraft requires a pilot type rating. For initial NDPE/FEER authorization, an examiner holding a current LOA need complete only one evaluation of competency in a vintage airplane to show competency for all vintage airplanes within that airplane grouping. An NDPE/FEER examiner must hold a current 14 CFR § 61.58 proficiency check in at least one vintage airplane.

**5. EXCEPTIONS.** A recommendation for the designation of an examiner candidate who does not meet all of the appropriate requirements may be accepted and will be forwarded to the regional flight standards division manager for consideration. The recommendation must include a statement of all special circumstances affecting the designation. The division manager's approval is

required before any commitment is made or an authorization issued.

**6. PRACTICAL TEST.** The practical test for initial examiner designations, issuance of additional designations, and renewal of examiner designations must contain both the appropriate oral questioning and aircraft/flight simulator performance in accordance with (IAW) the practical test standards (PTS). A complete pretest, preflight, and postflight briefing must be completed for any practical test.

*A. Practical Test Roles.* Where the FAA ASI plays the role of a pilot applicant during a simulated practical test, the simulated practical test will be appropriate to the type of designation that the examiner pilot applicant is seeking.

(1) The FAA ASI will evaluate the examiner pilot applicant's plan of action for completeness and efficiency.

(2) During the oral portion of the simulated practical test, the FAA ASI will not use trick replies. If the FAA ASI answers questions incorrectly to test whether the examiner pilot applicant recognizes an incorrect answer, the incorrect response must be obviously wrong.

(3) The FAA ASI will test the examiner pilot applicant on selected maneuvers in order to assess the pilot applicant's flight proficiency and ability to evaluate a pilot applicant IAW the standards and objectives in the appropriate PTS.

*B. Scheduling.* Since an examiner pilot applicant's hours may be incompatible with the FAA's normal duty hours, the ASI will make every effort to be flexible when scheduling tests with examiner pilot applicants.

*C. Methods of Testing.* An ASI will choose one of the following methods to test an examiner pilot applicant. The methods are listed in order of preference.

(1) The ASI will observe the examiner pilot applicant testing an actual pilot applicant for a rating or certificate. The ASI will evaluate the examiner pilot applicant's performance while the examiner pilot applicant evaluates the pilot applicant. Any discussion between the examiner pilot applicant and the ASI concerning the examiner pilot applicant's performance with the pilot applicant will be held in private.

(2) The ASI will play the role of a pilot applicant for a certification practical test appropriate to the type of designation the examiner pilot applicant is seeking. If the ASI answers a question incorrectly to test whether the examiner pilot applicant recognizes an incorrect answer, the incorrect response must be obviously wrong.

(3) The ASI will test the examiner pilot applicant on selected maneuvers in order to assess the examiner pilot applicant's flight proficiency and ability to evaluate a pilot applicant IAW the appropriate PTS.

*D. Authority to Issue Documentation After the Practical Test.*

(1) In the case of a practical test with an actual pilot applicant and a successful examiner pilot applicant, the examiner pilot applicant does not yet have the authority to issue a certificate to the pilot applicant. However, the ASI may allow the examiner pilot applicant to fill out the appropriate documentation for the pilot applicant while the ASI observes. The ASI will then sign any certificate issued.

(2) In the case of a practical test with an actual pilot applicant and an unsuccessful examiner pilot applicant, the ASI will complete and sign the appropriate documentation.

**7. ADDITIONAL DESIGNATIONS.** The examiner must hold the certificate and rating(s), without limitation, appropriate to the additional designation sought. Additionally, the examiner must meet the appropriate flight experience required for initial designation of the examining authority desired.

*A. Requirements.* Except for placing an additional grouping of vintage airplanes on an existing NDPE/FEER authorization, each additional designation requires a demonstration of competency appropriate to the aircraft or simulator and the designation sought.

(1) When a designation is added, a new Certificate of Authority showing all designations held will be issued to the examiner. The examiner's current designation number will be used.

(2) At the time a new designation is added, the examiner's existing designation(s) may be renewed.

(3) The EAA may request that an additional grouping of vintage airplanes be placed on an existing NDPE/FEER authorization at any time the EAA deems the addition(s) necessary to provide adequate national resources for the NDPE/FEER program.

(a) The EAA will make the request in writing to AFS-800.

(b) AFS-800 will approve or disapprove the request.

*B. Test Criteria for Additional Designations.* Although all required maneuvers and procedures from the appropriate PTS must be tested for an initial designation, testing on the same maneuvers and procedures for an additional designation need not be repeated if the new designation is to be added within 12 months of the initial evaluation. For example, if an examiner candidate is evaluated simultaneously for both PE and CIRE—Airplane designations and the examiner candidate satisfactorily completes all of the maneuvers and procedures for the PE designation, then only those maneuvers and procedures which differ for the CIRE designation need be evaluated. However, if 12 months or more have elapsed since the examiner candidate was evaluated for a PE designation, then the examiner candidate must be tested on all maneuvers and procedures appropriate to a CIRE designation in order to qualify for the additional designation.

**8. EXAMINER LOAs.** Examiners who are authorized to conduct practical tests in multiengine airplanes, helicopters, powered-lifts, turbine-powered airplanes, large aircraft, vintage airplanes, and each FAA qualified flight simulator will be issued a special authorization in the form of an LOA. The LOA is valid only as long as the examiner's certificate of authority is current; it expires when the examiner's designation expires.

*A. Multiengine Airplanes, Helicopters, Turbine-Powered Airplanes, Large Aircraft, and Flight Simulators.* The LOA lists each make and model of multiengine

airplane, helicopter, turbine-powered airplane, large aircraft, and each FAA qualified flight simulator in which the examiner may conduct practical tests.

*B. Vintage Airplanes.* A separate NDPE/FEER LOA, stating the aircraft grouping in which the NDPE/FEER examiner is authorized to conduct certification practical tests and proficiency checks under the provisions of the NDPE/FEER program, will be issued to each NDPE/FEER examiner by AFS-800. (See Figure 2-1.)

(1) There is no specific limit to the number of vintage airplanes for which an NDPE/FEER examiner may receive authorization.

(2) Due to the nature of vintage airplanes, some of which are rarely flown, the EAA may request that an examiner be authorized in numerous types of vintage aircraft to ensure sufficient national availability of NDPE/FEER examiners.

*C. Interim Authorization.* If a pilot examiner is qualified and current in a specific make and model of aircraft for which examiner services are rarely requested and the examiner holds a current examiner authorization for a comparable type of multiengine airplane, the FSDO may issue the examiner an interim LOA authorizing onetime testing privileges in that airplane. The LOA must state the aircraft make and model, restrictions (if any), and the expiration date. The expiration date of the LOA is determined by the FSDO manager but must not exceed 30 days from the date of issuance.

*D. Infrequently Requested Aircraft.* The FSDO may elect not to issue an LOA to a pilot examiner for a specific make and model of aircraft that the FSDO has received infrequent requests for certification practical tests in that particular type of aircraft. In the case of an infrequently requested aircraft, the FSDO may assign an ASI to conduct certification practical tests in that aircraft.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of the regulations, the ability to apply current FAA policies and procedures, the aeronautical knowledge required by 14 CFR part 61 for the appropriate grades of airman certificate, and the technical qualifications and experience/eligibility requirements stated in section 1 of this chapter for the specific designation sought.

*B. Coordination.* This task will require coordination with an ASI and may require coordination with the candidate.

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

#### *A. References.*

- Title 14 CFR parts 1, 61, 91, and 183
- All appropriate PTS
- Pertinent Advisory Circulars

#### *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 8430-9, Certificate of Authority
- FAA Form 8000-5, Certificate of Designation
- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8060-5, Notice of Disapproval of Application

#### *C. Job Aids.*

- Sample figure

### 3. PROCEDURES. Accomplish the following steps.

*A. Obtain and Complete Form.* Obtain FAA Form 8710-10 from any FSDO. Complete the form and attach pages describing the candidate's aviation work experience, participation in aviation safety activities, special training, and other aviation activities or professional responsibilities that best qualify the candidate to be a designated examiner. The information provided need not detail more than the most recent five-year period; however, the candidate may include additional information if the candidate chooses to do so. Attach the following documents to the application:

(1) A copy of the airman and flight instructor certificates held by the examiner candidate; and

(2) A copy of the examiner candidate's valid third-class medical certificate, if appropriate.

*B. Forward Application and Attachments.* Send the completed form with all attachments to:

Federal Aviation Administration  
Designee Standardization Section, AFS-640  
ATTN: National Examiner Board  
P.O. Box 25082  
Oklahoma City, OK 73125

*C. Complete Predesignation Knowledge Testing.* The examiner candidate will be advised to take the predesignation pilot examiner knowledge test for the appropriate category of aircraft at any FAA computerized testing center when he/she meets the requirements for designation. Do not take the predesignation test until receiving a letter of acceptance from the NEB. Retain a copy of the predesignation knowledge test report.

*D. Accomplish Preliminary Training.* When notified by the supervising FSDO of selection as an examiner candidate, schedule an appointment with an ASI at the FSDO to accomplish training on FAA policies and testing procedures outlined in this order and the appropriate PTS. This training should include a detailed explanation of the use of proper briefings and the development of plans of action.

*E. Schedule Practical Test.* Upon satisfactory completion of the preliminary training, schedule an appointment with the supervising ASI for a practical test. The ASI will advise which method of testing will be used.

(1) Complete Form 8710-1 before arriving for the practical test.

(2) If the examiner candidate is to test an actual candidate rather than an ASI, the aircraft used must be able to carry the examiner candidate, the candidate, and the ASI.

(3) No testing method other than those described in section 1, paragraph 6C will be used for the initial evaluation of an examiner candidate.

(4) The ASI will place emphasis on the examiner candidate's knowledge of the appropriate practical test procedures. The test (knowledge and skill evaluation) will cover tasks selected by the inspector from the PTS appropriate to the level of certification the examiner candidate will be authorized upon designation. Emphasis will be placed on the examiner candidate's ability to use the techniques of critique and evaluation as outlined in FAA-H-8083-9, Aviation Instructor's Handbook.

(5) Review chapter 5 of this order and other appropriate chapters in preparation for the practical test.

*F. Pretest Activities.* Present the following documents to the supervising ASI for review:

(1) The examiner candidate's airman certificates;

(2) The examiner candidate's valid third-class medical certificate, if required;

(3) The examiner candidate's Form 8710-1; and

(4) The examiner candidate's logbooks.

*G. Conduct a Practical Test with an Actual Pilot Applicant (ASI Observing).* The ASI will make the final decision regarding actual certification. The ASI will review the following documents presented by the pilot applicant:

(1) Airman certificate;

(2) Medical certificate, if appropriate;

(3) Knowledge test report, if appropriate;

(4) Form 8710-1;

(5) Part 141 graduation certificate, if appropriate;

(6) The endorsement from an authorized instructor, certifying the pilot applicant is prepared for the required practical test and has satisfactory knowledge of the subject areas missed on the knowledge test, if appropriate;

(7) Logbook entries or other evidence of satisfactory completion of the aeronautical knowledge requirements and the logbook endorsements by an authorized instructor who has found the pilot applicant competent to perform the pertinent areas of operations;

(8) Evidence of FAA approval for the simulator to be used during the test, if appropriate; and

(9) Maintenance records, the airworthiness certificate, and the aircraft registration certificate of the aircraft to be used in the practical test.

(a) The ASI reviews the aircraft's maintenance records, logbooks, airworthiness certificate, and registration to determine that the aircraft is airworthy and suitable for use during the practical test.

(b) The ASI may elect to supervise the examiner candidate's review of the pilot applicant and aircraft documents.

(c) If any discrepancy that cannot be immediately corrected exists in any of the pilot applicant's and/or aircraft's documents, return all submitted documents to the pilot applicant, inform the pilot applicant of the reason(s) for ineligibility, and explain how the discrepancy(s) may be corrected.

*H. Practical Test Briefings.* The examiner must conduct a pretest, preflight, and postflight briefing IAW the Examiner Test Guide (see chapter 5, Figure 5-1). For the practical test of an examiner candidate, the supervising ASI may elect to give this briefing.

(1) To promote the highest degree of safety during the practical test, the ASI must ensure that the pretest, preflight, and postflight briefings are conducted.

(2) Inform all participants of their respective duties and responsibilities during the flight.

(3) Inform all participants that the practical test will be conducted IAW the appropriate PTS.

(4) Inform the candidate of the circumstances under which maneuvers could be repeated. (See chapter 5.)

*I. Accomplish the Practical Test.* If the candidate meets all prerequisites for the certificate or rating sought, the examiner candidate conducts the practical test.

*J. Test Outcome.* The examiner candidate will debrief the ASI in private prior to debriefing the pilot applicant on the outcome of the practical test.

(1) If the ASI determines that both the examiner candidate and the pilot applicant have performed satisfactorily, the examiner candidate will debrief the pilot applicant. The examiner candidate will prepare a Temporary Airman Certificate for the pilot applicant and complete the certification file.

**NOTE: The ASI must sign the Temporary Airman Certificate and the certification file.**

(2) If the ASI determines that the examiner candidate has performed satisfactorily but the pilot applicant's performance was unsatisfactory, the examiner candidate will debrief the pilot applicant. The examiner candidate will prepare a FAA Form 8060-5, Notice of Disapproval of Application, and complete the certification file.

**NOTE: The ASI must sign the Notice of Disapproval of Application and the certification file.**

(3) If the ASI determines that the examiner candidate has performed unsatisfactorily but the pilot applicant's performance is satisfactory, observe the examiner candidate debrief the pilot applicant.

(a) The ASI issues a Temporary Airman Certificate or, if appropriate, a letter of discontinuance.

(b) The ASI completes the certification file.

(c) The ASI debriefs the examiner candidate apart from the pilot applicant on the examiner candidate's unsatisfactory performance.

(4) If the ASI determines that both the examiner candidate and the pilot applicant have performed unsatisfactorily, observe the examiner candidate debrief the pilot applicant.

(a) The ASI issues a Notice of Disapproval of Application.

(b) The ASI completes the certification file.

(c) The ASI debriefs the examiner candidate apart from the pilot applicant on the unsatisfactory performances.

*K. Conduct Practical Test with an ASI Acting as an Pilot Applicant.* Present to the ASI the documents for the aircraft to be used, including the aircraft maintenance records and logbooks, the airworthiness certificate, and the registration certificate. The ASI determines if the aircraft is airworthy and suitable for use during the practical test. After review, the documents are returned to the examiner candidate.

(1) The ASI assumes the role of pilot applicant and instructs the examiner candidate to conduct the test as if it were an actual test.

(2) The examiner candidate must conduct the pretest, preflight, and postflight briefings.

(3) During the oral portion of the practical test, the ASI will determine:

(a) Whether the examiner candidate asks appropriate questions to test an pilot applicant's knowledge;

(b) Whether the examiner candidate asks questions that have only one correct answer; and

(c) Whether the examiner candidate can recognize incorrect answers and take appropriate action (e.g., termination of the practical test and issuance of a Notice of Disapproval of Application).

(4) During the flight and/or simulator portion of the practical test, the ASI will determine:

(a) Whether the examiner candidate requests maneuvers from the appropriate PTS and applies the criteria from the PTS; and

(b) Whether the examiner candidate can recognize an pilot applicant's errors and take the appropriate action (e.g., termination of the test and issuance of a Notice of Disapproval of Application).

(5) The ASI will ask the examiner candidate if the pilot applicant has passed or failed and to justify his/her decision.

(a) If the ASI has deliberately not performed to the appropriate standards, the examiner candidate must recognize this situation and so inform the ASI.

(b) If the examiner candidate is successful, the ASI will direct the examiner candidate to complete a Temporary Airman Certificate or Notice of Disapproval of Application, as appropriate, and the certification file.

(c) The ASI ensures that the examiner candidate is aware of the correct procedures.

*L. Designation.* The FSDO issues the successful examiner candidate all appropriate materials, a certificate of designation, Certificate of Authority, and LOA, if appropriate.

(1) The FSDO must schedule the new examiner for Initial Pilot Examiner Standardization Seminar within three calendar-months after appointment.

(2) Do not conduct practical tests prior to satisfactory completion of Initial Pilot Examiner

Standardization Seminar unless specifically approved to do so by the FSDO manager.

*M. Training Expenses.* The examiner is responsible for all costs relating to attending the Initial Pilot Examiner Standardization Seminar.

*N. Failure to Complete Seminar.* If the examiner fails to satisfactorily complete the Initial Pilot Examiner Standardization Seminar, the examiner shall immediately return all examiner materials to the supervising FSDO. However, if the failure to complete the seminar is beyond the examiner candidate's control, the supervising FSDO may continue to work with the examiner candidate until that examiner candidate completes the seminar.

**4. TASK OUTCOMES.** The successful completion of this task results in the initial designation as a pilot examiner.

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

A. Recordkeeping for all pilot applicants that the examiner tests for airman certificates and/or ratings.

B. Continuing 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.

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**FIGURE 2-1. VINTAGE AIRPLANE GROUPS**

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The following airplanes are identified as vintage airplanes under the provisions of the NDPE/FEER program.

**GROUP A:**

AD-4N, G-TBM, and G-F3

**GROUP B:**

B-17, B-247, FO-5, B-307, and BU-2000

**GROUP C:**

B-24, B-377, CV-LB-30, CV-P4Y, DC-4, DC-6, DC-7, and L-1049

**GROUP D:**

C-46, C-47, DC-2, DC-3, DC-3S, DC-B18, DC-B23, HW-500, L-14, L-18, LB-34, PV-1, and PV-2

**GROUP E:**

C-82, CV-240, CV-340, CV-440, DC-A20, DC-A24, DC-B26, DH-4, FA-119, FA-C123, L-P38, M-202, M-404, M-B26, N-B25, NH-P61, L-P2V, CV-PBY (land only), G-111 (land only), G-73 (land only), G-S2, G-52, and G-F7F

**GROUP F (Land and Sea):**

SK-43, SK-44, CV-PBY, G-111, G-73, and SA-16

**GROUP G:**

VC-700 and VC-800

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