

# Proficiency Check Procedures for Obtaining Additional Category/Class Sport Pilot Privileges

The guidance below is for flight instructors conducting proficiency checks in accordance with § 61.321 and § 61.419. The following definitions explain the difference between a proficiency check and a practical test.

- 1) A proficiency check is required if a pilot holds an FAA pilot certificate and wants to obtain privileges to act as pilot in command in a different category or class of aircraft at the sport pilot level, except for airplane and helicopter privileges. Only an FAA authorized flight instructor or designated pilot examiner (DPE) are authorized to conduct a proficiency check. The FAA Form 8710-11 is used to record the proficiency check. This form is completed by the applicant, signed by the recommending instructor and presented prior to the flight, to the authorized flight instructor or DPE performing the proficiency check. The applicable Practical Test Standards (PTS) or Airman Certification Standards (ACS) are used in conducting a proficiency check.
- 2) A practical test is required for an initial sport pilot certificate or the addition of an airplane privilege or helicopter with simplified flight controls privilege to an existing pilot certificate. This requirement also exists for a flight instructor who seeks privileges to provide training under subpart K in an additional category or class of aircraft. A DPE or aviation safety inspector (ASI) are authorized to conduct a practical test.

Instructions on how to fill out the FAA Form 8710-11, Airman Certificate And/Or Rating Application, are located on the form.

## Flight Instructor Instructions for Conducting Proficiency Checks:


All applicants for a proficiency check must apply in person and present valid identification at the time of application. Such identification must include an official photograph of the applicant, the applicant's signature, and the applicant's residential address, if different from the mailing address. This information may be presented in more than one form of identification. See Title 14 Code of Federal Regulations (14 CFR) § 61.3(a)(2) for acceptable forms of identification.

(1) A flight instructor cannot accept a post office box address on an application unless the applicant resides on a rural route, a boat, or in some other location that requires the use of a post office box or rural route number for an address. If this is the case, the applicant must disclose the location of his or her physical address on a separate piece of paper and attest to the circumstances by signature.

(2) FAA Form 8710-11 provides a space on the back of the form for the applicant's identification. The flight instructor records the form of identification submitted, its identifying number and the expiration date (e.g., Oklahoma driver's license number 610016, 09-04-2030). If a driver's license is used, it must be a valid U.S. driver's license. Acceptable methods of identification include, but are not limited to driver's licenses, government identification cards, and passports. In addition, the flight instructor should enter the applicant's telephone number and e-mail address on the back page of the application.

Proficiency checks for PILOTS are accomplished to obtain additional category or class privileges (except for an airplane privilege or helicopter with simplified flight controls privilege) in accordance with 14 CFR § 61.321.

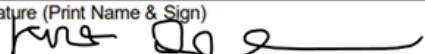
The following is an example of the application information on the top part of FAA Form 8710-11 for a person with a recreational pilot (or higher grade) certificate or with an airplane single-engine land rating, who wants to obtain sport pilot privileges in a weight-shift control aircraft.

 U.S. Department of Transportation Federal Aviation Administration				<b>Airman Certificate and/or Rating Application – Sport Pilot</b>			
<b>I. Application Information</b>				<input type="checkbox"/> Additional Privilege: <input type="checkbox"/> Airplane <input type="checkbox"/> Gyroplane			
<input type="checkbox"/> Student:	<input type="checkbox"/> Flight Instructor	<input type="checkbox"/> Reexamination		<input type="checkbox"/> Airship		<input type="checkbox"/> Powered Parachute	
<input checked="" type="checkbox"/> Sport	<input type="checkbox"/> Initial	<input type="checkbox"/> Reissuance of _____ Certificate		<input type="checkbox"/> Balloon		<input checked="" type="checkbox"/> Weight Shift Control	
<input type="checkbox"/> Private	<input type="checkbox"/> Recent Experience	<input type="checkbox"/> Other _____		<input type="checkbox"/> Glider			
	<input type="checkbox"/> Reinstatement	<input checked="" type="checkbox"/> Proficiency Check					

The flight instructor who provided the training in accordance with the appropriate Sport Pilot PTS or ACS must sign the Instructor’s Recommendation block, located on the back side of this form.

Instructor’s Recommendation			
I have personally instructed the applicant and consider this person ready to take the test.			
Date 12/02/2025	Instructor’s Signature (Print name & Sign) Jane Doe 	Certificate Number 5551234CFI	Recent Experience End Date 12/02/2027

After a proficiency check is satisfactorily completed in accordance with the appropriate PTS or ACS, the flight instructor who performed the check will complete the Proficiency Check – Instructor’s Record block on the back side of Form 8710-11 and provide an endorsement in the applicant’s logbook. The flight instructor will state “PILOT” for a pilot proficiency check as shown below.

Proficiency Check – Instructor’s Record			
<input checked="" type="checkbox"/> I have successfully reviewed this applicants pilot logbook and/or training record and certify the individual meets the pertinent requirements of 14 CFR part 61 (Subparts K {61.419} or J{61.321} for the proficiency check sought.			
<input checked="" type="checkbox"/> I have personally tested this applicant in accordance with the pertinent procedures and standards of 14 CFR part 61 (Subparts K or J), and find the applicant proficient in <u>PILOTWSC</u> and <u>Air Creation GTE</u> light-sport aircraft.			
Proficiency Check: <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory			
Date 12/2/2025	Instructor’s Signature (Print Name & Sign) Jane Doe 	Certificate Number 5551234CFI	Recent Experience End Date: 12/02/2027


This is the recommended logbook endorsement for a pilot-in-command privilege:

*I certify that [First name, MI, Last name] has met the requirements of 14 CFR §§ 61.309 and 61.311, and I have determined them proficient to act as pilot in command of [category and class of] aircraft.*

[signature] [date] S. P. (Instructor name) 987654321 RE 12-31-2026

**FLIGHT INSTRUCTORS** seeking to provide training for additional category or class privileges at the sport pilot level in accordance with 14 CFR § 61.419 must successfully pass a proficiency check to obtain those instructional privileges, except for an airplane privilege or a helicopter with simplified flight controls privilege, which require a practical test.

The following is an example of a person who has a flight instructor certificate with airplane single-engine and instrument-airplane ratings and wants to provide training (instruction) in a weight-shift control aircraft.



U.S. Department of Transportation  
 Federal Aviation Administration

**Airman Certificate and/or Rating Application – Sport Pilot**

**I. Application Information**

☐ Student:
 ☒ Flight Instructor
 ☐ Reexamination

☒ Sport
 ☐ Initial
 ☐ Reissuance of \_\_\_\_\_ Certificate

☐ Private
 ☐ Recent Experience
 ☐ Other \_\_\_\_\_

☐ Reinstatement
 ☒ Proficiency Check

**Additional Privilege:**
☐ Airplane
 ☐ Gyroplane
 ☐ Airship
 ☐ Powered Parachute
 ☐ Balloon
 ☒ Weight Shift Control
 ☐ Glider

The flight instructor who provided the training in accordance with the appropriate Sport Pilot PTS or ACS must sign the Instructor’s Recommendation block, located on the back side of this form.

Instructor's Recommendation			
I have personally instructed the applicant and consider this person ready to take the test.			
Date 12/02/2025	Instructor's Signature (Print name & Sign) Jane Doe 	Certificate Number 5551234CFI	Recent Experience End Date 12/02/2027

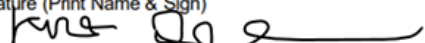
After a proficiency check is satisfactorily completed in accordance with the appropriate PTS or ACS, the flight instructor who performed the check complete the Proficiency Check – Instructor’s Record block on the back side of Form 8710-11 and provide an endorsement in the applicant’s logbook. The flight instructor will state “FLIGHT INSTRUCTOR” for a flight instructor proficiency check as shown below.

**Proficiency Check – Instructor's Record**

☒ I have successfully reviewed this applicants pilot logbook and/or training record and certify the individual meets the pertinent requirements of 14 CFR part 61 (Subparts K {61.419} or J{61.321} for the proficiency check sought.

☒ I have personally tested this applicant in accordance with the pertinent procedures and standards of 14 CFR part 61 (Subparts K or J), and find the applicant proficient in Flight Instructor WSC and Air Creation GTE light-sport aircraft.

Proficiency Check: ☒ Satisfactory ☐ Unsatisfactory

Date 12/2/2025	Instructor's Signature (Print Name & Sign) Jane Doe 	Certificate Number 5551234CFI	Recent Experience End Date: 12/02/2027
-------------------	--	----------------------------------	---

This is the recommended logbook endorsement for the flight instructor privilege:

*I certify that [First name, MI, Last name] has successfully completed a proficiency check in accordance with 14 CFR §§ 61.409 and 61.419. I have determined that they are proficient and authorized for the additional [aircraft category and class] flight instructor privilege.*

[signature] [date] S. P. (Instructor name) 987654321 RE 12-31-2026

At the completion of the **satisfactory** or **unsatisfactory** proficiency check the flight instructor who conducted the check will mail the FAA Form 8710-11 to the Airmen Certification Branch at the following address:

Federal Aviation Administration  
Airman Certification Branch (AFB-720)  
P.O. Box 25082  
Oklahoma City, OK 73125

In accordance with the record keeping requirements of 14 CFR § 61.423, this form must be mailed within 10 days of the proficiency check, and the flight instructor must keep a copy of this record for 3 years.

[Flight Standards District Offices \(FSDO\) | Federal Aviation Administration](#)