

file

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# ADVISORY CIRCULAR

## DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

**SUBJECT: FLIGHT INSTRUCTOR PROCEDURES**

1. PURPOSE. This advisory circular informs flight instructors on the procedures involved in the renewal or reinstatement of Flight Instructor Certificates, qualification for "Gold Seal" certificates, and endorsing student pilot logbooks for us operations.
2. CANCELLATION. Advisory Circulars 61-26 dated 9/23/65, and 61-35A dated 2/11/69 are canceled.
3. VALID FLIGHT INSTRUCTOR CERTIFICATES. All valid Flight Instructor Certificates now bear expiration dates. Flight Instructor Certificates without expiration dates, Limited Flight Instructor Certificates, and Flight Instructor Ratings on pilot certificates have expired.
4. RENEWAL OR REINSTATEMENT OF INSTRUCTOR CERTIFICATES.
  - a. A valid Flight Instructor Certificate may be renewed at any time by a showing that its holder possesses the currency and competency necessary to conduct effective flight instruction. This showing may be made by one or a combination of the means listed in paragraph 5., below.
  - b. An expired instructor certificate or rating may be reinstated by passing an appropriate flight instructor practical test.
5. SHOWING CURRENCY AND COMPETENCY AS A FLIGHT INSTRUCTOR.
  - a. Flight Instruction Record. An inspector may at his own discretion renew a valid Flight Instructor Certificate on the basis of a satisfactory flight instruction record. To provide evidence of currency and competency, the record should include at least 10 applicants prepared and recommended for flight tests or 20 students endorsed for first solo cross-country flight (5 or 10 in the case of glider instruction only) within the past renewal period. At

least 8 of each 10 applicants recommended for flight test must have passed on their first try, and there should be no indication or record of a pattern of student deficiencies or accidents. An accurate record of all flight instruction activity is required by FAR 61.174.

- b. Satisfactory Performance as Instructor. An inspector may at his discretion renew a Flight Instructor Certificate on the basis of his personal knowledge of the applicant's currency and competency on the basis of his service as a company check pilot, chief flight instructor, airline captain, or other activity involving the qualification of pilots. In some such cases, an oral examination may be necessary to confirm the applicant's knowledge of current pilot training and certification requirements and standards.
  - c. Graduation From Special Flight Instructor Refresher Course. An inspector may at his discretion renew a Flight Instructor Certificate on the basis of successful completion within the preceding 90 days of a flight instructor refresher course conducted by or under the sponsorship of an aviation agency, aviation association, state aeronautics commission, or an educational institution. Such a course must have included not less than 24 hours of ground and/or flight instruction, and an evaluation of each graduate's achievement during the course.
  - d. Demonstration of Currency and Competency. Any applicant for the renewal of a Flight Instructor Certificate may be required to complete part or all of the practical test required for the issuance of such a certificate. A test will be required for every applicant not able to qualify under a., b., or c., above. A test will be required in any case if the inspector has reason to believe that it will serve to correct some deficiency in the instructor's performance. A practical demonstration may also be used to introduce new training procedures or pilot certification requirements.
6. EXPIRED CERTIFICATES AND INSTRUCTOR RATINGS. The holder of an expired Flight Instructor Certificate, Limited Flight Instructor Certificate, or Instructor Rating shown on a pilot certificate may obtain a valid Flight Instructor Certificate by passing the practical test appropriate to the rating(s) which he wishes to reactivate.
  7. APPLICATION PROCEDURE. Application for renewal or reinstatement of a Flight Instructor Certificate should be made on FAA Form 8420-3, Application for an Airman Certificate and/or Rating, clearly marked to show the basis upon which renewal is requested.
    - a. Renewal without Test. Application for the renewal of a valid certificate on the basis of an instruction record, satisfactory performance, or a special course should be presented in person to an FAA Operations Inspector, with the applicant's certificate and his

flight instruction record for the past 24 months. A list of applicants recommended for tests, or students endorsed for solo cross-country will expedite renewal on the basis of the instruction record. Inspectors will normally consult the district office in the applicant's area before renewing a certificate without test on the basis of a refresher course.

- b. Renewal on Basis of a Practical Test. If a practical test is necessary, the application may be mailed to the district office with a request for a test appointment. Federal law provides that an instructor who has made timely application for the renewal of his valid Flight Instructor Certificate, and is ready and available to take a test may continue to exercise the privileges of that certificate until the FAA has taken official action on his application.

8. GOLD SEAL FLIGHT INSTRUCTOR CERTIFICATES. Flight Instructor certificates bearing distinctive gold seals are issued to flight instructors with specified qualifications who have maintained a high level of flight instruction activity. A "Gold Seal" certificate may be issued at any time to a flight instructor who has:

- a. A Commercial Pilot Certificate with an instrument rating, and a Flight Instructor Certificate;
- b. A Ground Instructor Certificate with an Advanced or Instrument Ground Instructor rating;
- c. Attended a flight instructor refresher clinic within the past 24 months; and
- d. Within the past 24 months either:
  - (1) Trained and recommended at least 10 applicants for flight tests, at least 80 percent of whom shall have passed their first test; or
  - (2) Conducted at least 20 flight tests as a designated examiner, or graduation tests as chief instructor of an approved pilot school course; or
  - (3) A combination of these (two tests equal one trainee).

A Gold Seal Flight Instructor Certificate will be issued upon each renewal so long as the holder continues to meet the requirements for its original issuance.

9. LOGBOOK ENDORSEMENTS BY INSTRUCTORS. The following paragraphs provide samples for the logbook endorsements a student pilot is required to have, in addition to the endorsements on his Student Pilot Certificate, for certain solo flight operations.

- a. For Any Solo Flight - A certification that the student has received instruction in the category of aircraft involved within past 90 days from a certificated flight instructor who has found him competent for solo flights:

FOUND COMPETENT FOR SOLO FLIGHTS IN CESSNA 150.  
4/23/69 *Jack Morley* 1234-56 CFI (Exp. 1/31/70)

- b. For Each Solo Cross-country Flight - A certification that a certificated flight instructor has reviewed his preflight preparations, equipment, and planning and found them adequate under existing circumstances. One endorsement may cover a round-robin flight or an extended trip with several stops, but a separate endorsement is required for each trip. The instructor is responsible for checking the student's competency, planning, equipment, and knowledge of where to obtain weather information, technical guidance, and aircraft servicing. The endorsement should specify the route, authorized alternates, and dates:

QUALIFICATIONS AND PREPARATIONS FOUND ADEQUATE FOR SOLO FLIGHT FROM MIDTOWN, ARK., TO TULSA, OKLA., AND RETURN, WITH LANDINGS AT FORT SMITH AND JOPLIN, IN PIPER PA 28-140, BETWEEN 4/25/69 and 4/30/69.  
4/23/69 *Jack Morley* 1234-56 CFI (Exp. 1/31/70)

- c. For repeated Solo Flights over a 50-Mile Course - Such an endorsement may be used for solo flights from a remote airport or strip to an airport where flight instructors' endorsements are available. Before making such an endorsement, the instructor must give the student instruction over the route in both directions, including landings at both landing areas involved:

FOUND QUALIFIED FOR REPEATED SOLO FLIGHTS BETWEEN PERKINS RANCH FLIGHT STRIP AND MIDTOWN AIRPORT.  
4/23/69 *Jack Morley* 1234-56 CFI (Exp. 1/31/70)

- d. For Unlimited Solo and Solo Cross-country Privileges - A student pilot who meets all flight experience requirements for a Private Pilot Certificate, including the prescribed instruction, may be endorsed for solo and/or solo-cross-country flights without the endorsements described above. It is recommended that student pilots with the experience required for these endorsements be encouraged to qualify for Private Pilot Certificates, rather than operating indefinitely as student pilots. These endorsements do not relieve a student of the recent experience requirements of FAR 61.73(c):

FOUND QUALIFIED AND COMPETENT TO MAKE SOLO FLIGHTS  
WITHOUT FURTHER PERIODIC FLIGHT INSTRUCTOR ENDORSEMENTS.  
4/23/69 *Jack Mackay* 1234-56 (Exp. 1/31/70)

FOUND QUALIFIED AND COMPETENT TO MAKE SOLO CROSS-COUNTRY  
FLIGHTS WITHOUT INSTRUCTOR ENDORSEMENT FOR EACH FLIGHT.  
4/23/69 *Jack Mackay* 1234-56 CFI (Exp. 1/31/70)

- e. Flight Test Recommendations. Flight instructor recommendations for official FAA certification or rating tests, or reexamination after failure may be effected by the flight instructor's signature and certificate number in the appropriate space on the application form, FAA Form 8420-3, or a recommendation on a separate sheet.

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