



# ADVISORY CIRCULAR

## DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

**SUBJECT:** FLIGHT INSTRUCTOR REFRESHER CLINICS - SCHEDULING, ATTENDANCE  
FACILITIES AND EQUIPMENT

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1. **PURPOSE.** This advisory circular provides guidance to sponsors regarding scheduling, required facilities and equipment, and attendance control at Flight Instructor Refresher Clinics in which the Flight Instructor Refresher Unit (FIRU) participates.
  2. **BACKGROUND.** The Flight Instructor Refresher Clinic Program was initiated in 1965 to provide standardization and updating for flight instructors. To date, scheduling of the FIRU participation in clinics has been mostly on a first come, first served basis. Because of this, clinics were sometimes sponsored in close geographic areas during the same month (occasionally the same week) while other areas were unable to obtain schedule accommodation by the FIRU.

Historically, the clinics have had wide contrasts in the attendees, facilities and equipment. At some clinics, certificated flight instructors were a minority of those attending. Some have been conducted in unheated, nonair-conditioned and drafty hangars near noisy flight lines. Such inconsistency degrades the educational effectiveness of the clinics.

The information contained in this circular concerning the standardization of clinic scheduling, attendance registration, and required facilities and equipment will tend to upgrade the overall effectiveness of the clinics.

3. **INFORMATION.** The following is applicable to all clinics scheduled for FIRU participation after January 1, 1975.
    - a. **Scheduling.** Sponsoring organizations who wish to schedule the FIRU for participation in a Flight Instructor Refresher Clinic should initiate their request, in writing, to the FAA regional office having jurisdiction in the geographic area of the proposed clinic. FAA regional offices will promptly coordinate the requests with the FIRU to establish firm scheduling. All regions are prepared to
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respond to such requests from sponsors for clinics to be scheduled after January 1, 1975, and to reaffirm or reschedule those already on the FIRU calendar for that period.

- b. Clinic Size and Character. Attendance should be controlled by the sponsoring organization and limited to certificated flight instructors or candidates in training for flight instructor certification. Total attendance should be limited to numbers which the meeting room can fully accommodate for the entire program. Requests for participation at clinics with less than 50 attendees will not normally be accepted.
- c. Course Instruction. The Flight Instructor Refresher Clinic Course curriculum must be structured to permit a minimum of 21 hours of instruction by FIRU personnel.
- d. Facilities and Equipment. A sponsor should be prepared to provide a room which has adequate climate, environmental and noise control for normal comfort. The meeting room should accommodate all attendees with worktables from which they will have an unobstructed view of the podium and projection screens. Where tables and chairs cannot be provided, armchair may be substituted if a writing surface is provided. A public address system with a lavalier microphone and at least two inputs should be installed and tested prior to the opening session of the clinic program. The sponsor is also expected to assure that a 16mm sound movie projector, a 35mm slide projector, an overhead projector, viewing screen of an appropriate size, spare bulbs, and extension cords are on hand. Eating and restroom facilities should be convenient to the meeting place and capable of serving the numbers registered without a need to commute.



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