

*Reference only*  
TAD 49

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DATE: 9/3/76



# ADVISORY CIRCULAR

## DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

**SUBJECT:** NATIONALLY SCHEDULED FEDERAL AVIATION ADMINISTRATION (FAA)-  
APPROVED, INDUSTRY-CONDUCTED FLIGHT INSTRUCTOR REFRESHER CLINICS

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1. PURPOSE. This advisory circular announces a concept pertaining to FAA-approved, industry-conducted Flight Instructor Refresher Clinics, outlines procedures for approval, and invites participation by interested industry groups.
  2. BACKGROUND.
    - a. In the 1960's, the requirement for biennial renewal of flight instructor certificates demanded positive and particular attention to flight instructors by the FAA. This demand was met by the Flight Instructor Refresher Unit (FIRU) which developed a highly successful clinic teaching concept. At the time of the initial inception of the Flight Instructor Refresher Clinic, a safety implication was involved as evidenced by the instructional accident record. This identified a need for standardization among flight instructors, and the Flight Instructor Refresher Program fulfills that need.
    - b. Part 61 (revised), effective November 1, 1973, Section 61.197(c), provides regulatory authority for the renewal of Flight Instructor Certificates upon successful completion of an APPROVED flight instructor refresher course. The approved course may be conducted by any interested organization and must consist of not less than 24 hours of ground or flight instruction or both.
    - c. The FAA is faced with many decisions in respect to manpower utilization. Because of increasing public demands, it is incumbent upon us to find "new ways of doing business" that will permit us to meet these demands and, in some instances, actually improve the service while maintaining at least the present quality. Further, in some program areas, the posture of industry is such that, with APPROVAL AND SURVEILLANCE, their capabilities may be used to conduct programs previously accomplished only by the FAA. This is the situation in the Flight Instructor Refresher Program.
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Initiated by: AFS-820

3. OBJECTIVE. In his report on general aviation safety, the Assistant Secretary for Safety and Consumer Affairs recommended that flight instructors periodically attend a recognized flight instructor refresher clinic to ensure their current knowledge of regulations and operating procedures. We anticipate that industry-conducted clinics will provide this opportunity and, further, will provide a means of renewing flight instructor certificates and qualifying chief flight instructors under Part 141 (revised), as was accomplished previously during clinics conducted by the FAA.

4. CLINIC TRAINING OUTLINE.

- a. As part of the approval procedure, each interested organization will be required to submit a Training Course Outline (TCO) for approval. During the development of this TCO, the FAA encourages applicants to include new techniques and teaching concepts, as well as diversity in subject material. While standardization of the material presented in any one subject area is paramount, it is not necessary that each applicant include the same subjects within the 24-hour curriculum.
- b. To ensure standardization within each subject area, the FAA will require close liaison with individual applicants. Further, we will provide standardization briefings, when appropriate, to ensure the best possible product to the public.
- c. To expedite the approval process, it is desirable that, prior to initial contact with the FAA, applicants carefully consider the end product they are attempting to develop and determine what subject areas must be included to achieve that goal. You may wish to concentrate on only a few subject areas involving flight instructors, or you may wish to include broader areas of subject material. Above all, be innovative and do not feel constrained by what has been conducted in the past.
- d. Industry has much to offer, and the FAA wishes applicants to make use of their expertise in the manner they think best, bound only within the very general guidelines of "what the flight instructor needs."
- e. Each clinic TCO must include:
  - (1) Curriculum. The curriculum should contain a broad outline of subjects to be taught in the course, including:
    - (a) A description of the classroom facilities including the minimum space to be allotted for each attendee to ensure adequate climate, environmental and noise control necessary to provide an effective training atmosphere.

- (b) A description of audiovisual aids, projectors, tape recorders, mockups, aircraft components, and other special training aids used for classroom and other ground instruction.
  - (c) The name and qualifications of the chief instructor responsible for conducting the clinic.
  - (d) The minimum qualifications and ratings for each instructor used for ground training.
- (2) Training Syllabus. In addition to the items specified in paragraph (1), the TCO must include a training syllabus that contains at least the following information:
- (a) The pilot certificate and ratings, and medical certificate, if necessary, for enrollment in the course.
  - (b) A description of each lesson.
  - (c) The tests and checks used to measure a student's accomplishment for each stage of training.
- (3) Lesson Plans.
- (a) A lesson plan for each lesson in the TCO, including the objectives and completion standards.
  - (b) The means used to measure the expected learning outcomes at the completion of each lesson. Each page of the clinic TCO should be sequentially numbered.
- (4) Testing. Although not required to be submitted for approval, each applicant must develop written tests to be administered at the completion of each stage of training. To ensure successful completion of the clinic attendees must attain a minimum of 70% on all written tests. In addition, the applicant should develop and include in the TCO a method of remedial training (if remedial training is desired) and testing for those attendees who do not successfully complete the stage test.
- (5) Training. Each applicant should include a training program (and retraining program when necessary) to ensure that each instructor used in the presentation of the clinic is thoroughly familiar with the objectives, content, and completion standards of the TCO.

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5. DEFINITION OF TERMS.

- (a) Training Syllabus. A step-by-step (building block) progression of learning with provision for regular review and evaluation at prescribed stages of learning. The syllabus defines the unit of training, states by objective what the student is expected to accomplish during the unit of training, shows an organized plan for instruction (building block--from the simple to the complex) and dictates evaluation process for either the unit or stages of learning.
- (b) Lesson Plan. The instructor's plan for teaching a unit of learning. It is the very basic method for an orderly flow of information to a student based on the student's way of learning.

6. APPLICATION PROCEDURES (O.M.B. No. 004-R5683). Application should be made by letter to the FAA, 800 Independence Avenue, S.W., Washington, D.C. 20591, Attention: General Aviation Division, AFS-800. The original and one copy of the proposed clinic TCO must accompany the request.

  
J. A. FERRARESE  
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FEDERAL AVIATION ADMINISTRATION  
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