



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

# Advisory Circular

*obsolete*

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**Subject:** NATIONALLY SCHEDULED FEDERAL  
AVIATION ADMINISTRATION-APPROVED,  
INDUSTRY-CONDUCTED FLIGHT  
INSTRUCTOR CLINICS

**Date:** 10/25/88  
**Initiated by:** AFS-840

**AC No:** 61-83C  
**Change:**

1. PURPOSE. This advisory circular (AC) provides guidance for the preparation and approval of a training course outline (TCO) for industry-conducted flight instructor refresher clinics (FIRC), and sets forth guidelines to assist qualified sponsors/organizations in obtaining approval for the use of a designated airman certification representative (ACR) employed solely by the FIRC sponsor. Adherence to this AC provides an acceptable method for approval of an FIRC.

2. CANCELLATION. Advisory Circular 61-83B, dated July 6, 1984, is canceled, and effective August 1, 1990, all FIRC TCO's that have been approved in accordance with previous AC 61-83B are canceled. Sponsors desiring to continue presenting FIRC's should submit new TCO's to the General Aviation and Commercial Division, AFS-800, for review following the guidelines in paragraph 5.

3. BACKGROUND. The Federal Aviation Administration (FAA) Flight Instructor Refresher Program was initiated in 1965 to provide for the standardization and updating of certificated flight instructors. The FAA Aeronautical Center's team participation in FIRC programs was terminated on October 1, 1977. Since that date, the FIRC program has become firmly established in industry hands. Industry-conducted clinics now provide one acceptable means whereby flight instructors may periodically attend FAA-approved training programs to update their knowledge of regulations and operating procedures, gain exposure to new techniques and teaching concepts directly associated with the functions and responsibilities of a certificated instructor, renew their flight instructor certificates, and/or maintain qualifications as chief instructor under Federal Aviation Regulations (FAR) Part 141.

4. DEFINITIONS.

a. Sponsor. An individual or organization holding FAA approval to conduct FIRC programs.

b. Training Course Outline (TCO). An abbreviated list of training subjects that is offered in any one course of instruction.

c. Curriculum. The overall general content of a course of instruction.

d. 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 concept--from the simple to the complex), and dictates the evaluation process for either the unit or stages of learning.

e. Lesson Plan. The instructor's plan for teaching a unit of learning. It is the basic method of presenting an orderly flow of information to a student based on the student's way of learning.

f. Stage. A portion of the course consisting of a group of lessons, similar subject matter, or a particular day of instruction as in day 1, 2, or 3, versus stage 1, 2, or 3.

g. Lesson. A period of instruction which imparts specific subject matter to the student.

h. Airman Certification Representative (ACR). An individual, representing a specific FIRC sponsor, who is authorized to accept FAA applications for flight instructor certificate renewal and issue temporary flight instructor certificates.

#### 5. APPLICATION FOR FAA-APPROVED FIRC PROGRAMS.

a. Sponsors or organizations who desire to conduct FAA-approved FIRC programs should submit an original and one copy of the TCO they plan to use, accompanied by a letter expressing that intent, to the Federal Aviation Administration, 800 Independence Avenue, S.W., Washington, D.C. 20591, Attention: General Aviation and Commercial Division, AFS-800. The correspondence should be submitted at least 60 days before any training under the course is planned. No FIRC should be scheduled prior to the actual receipt of the approved curriculum and cover letter from AFS-800. The submitter should allow adequate time for FAA review, return of the TCO to the applicant when necessary for correction, and FAA re-review and approval.

b. Construction of the TCO should follow the guidance in this advisory circular; however, applicants are encouraged to be innovative and to explore the use of new techniques and teaching concepts, as well as diversity of subject material. The FAA seeks to ensure program standardization with emphasis placed on coverage of subject areas believed essential to achieve the maximum level of competency among flight instructors.

c. TCO's that contain the subject areas of appendix 1 will be considered for approval.

6. TCO CONTENTS. TCO's submitted to AFS-800 for consideration should contain the following:

a. A cover page stating the name and address of the FIRC sponsor/organization followed by a table of contents which includes a verbatim list of all lesson plans that are available to be taught during the clinic.

Those lessons that represent the required areas of appendix 1 should be so identified as to be easily recognizable in subject and content by the reader. A revision summary page should follow.

b. A description of classroom facilities which gives attention to adequate climate control (air conditioning/heating), lighting, seating and work areas, distraction avoidance and noise control necessary to provide an effective training atmosphere.

c. A description of audiovisual aids that will be available, including chalk boards, slide and/or overhead projectors, video recorders/players, tape recorders, mockups, aircraft components, etc. Care should be taken to have extra projection bulbs, chalk (or markers), extension cords, etc., on hand to preclude unscheduled interruptions, should one fail to work properly. See paragraph 8 for a further discussion of training aids.

d. The name and qualifications of the chief instructor. This individual should meet the certificate and experience requirements of a chief flight instructor, such as that assigned to FAR Part 141 pilot schools, or be otherwise qualified by a state-approving agency to teach academic subjects.

e. The qualifications of other instructors, lecturers, or panelists that will be used. They need not be limited to flight and/or ground instructors; however, they should be recognized experts in the subject of their presentation.

f. A method for revising, amending, or deleting material in the TCO which:

- (1) Assures approval chronology.
- (2) Includes effective date of change.
- (3) Assures ease of identification of changed material.
- (4) Includes entry of change on a revision summary page.

(5) Includes written guidance describing the revision procedure used by the sponsor.

NOTE: The revision method requires the sponsor to submit proposed changes of the TCO to AFS-800 at least 45 days prior to their planned use. An original and one copy of the change, accompanied by a letter expressing that intent, should be submitted for review. The revised material may not be included in the FAA-approved TCO until actual receipt of the material and cover letter from AFS-800 showing FAA approval. A change of the chief instructor will require notification to AFS-800 in accordance with the instructions contained in this paragraph and paragraph 11, "Change of Chief Instructor."

g. The enrollment prerequisites for students planning to attend the FIRC. Only flight instructors whose certificates have not yet expired are eligible to renew those certificates predicated on attendance and satisfactory completion of the course. Once their certificates have expired, flight instructors must pass a practical test for reinstatement.

h. Sponsors who intend to provide remedial training and/or testing to attendees who, for whatever reason(s), do not successfully complete the full FIRC course or requirements should include in the TCO a method for accomplishing remedial training and/or testing to ensure satisfactory course completion before a graduation certificate is issued. Applicants who do not intend to provide remedial training and/or testing should include a statement in the TCO to the effect that remedial training and/or testing will not be provided and graduation certificates will not be issued to attendees who fail to satisfactorily complete the full course requirements, including all required tests.

i. A training program to ensure that each instructor, lecturer, and/or panelist used understands the contents of the TCO with respect to the course, stage, lesson objectives and completion standards, the timeframes involved, and any changes to the TCO. This training is the responsibility of the chief instructor and must be accomplished prior to participation as instructor, lecturer, and/or panelist, and at least once each 12 months thereafter and following any significant change to the TCO.

j. FAA participation by forum or by presentation is limited to 2 hours maximum and is by prior agreement between the FAA representative(s) and the FIRC sponsor.

k. A comprehensive written test with answer key, including source references. The test questions must be appropriate to the subject areas and lesson plans to be taught. At least 1 test consisting of a minimum of 15 questions should be administered daily as a closed book exam. Successful completion of the FIRC is dependent upon a score of 70 percent or better on each test administered.

l. A daily schedule, including the start and stop times for each lesson and the lesson title. Each sponsor is encouraged to submit more than one program schedule to provide flexibility in the order of lesson presentation. Daily schedules that are excessively lengthy should be avoided to preclude fatigue or inattention by the attendees. A program consisting of three, 8-hour days may provide for more attentiveness and a better retention of information by attendees than a program presented in two, 12-hour days.

m. A training syllabus that contains at least the following:

(1) A description of each lesson, both ground and/or flight, including its objectives and standards, and the measurable unit of accomplishment or learning to be derived from the lesson.

(2) The testing procedure used to measure the student's degree of accomplishment, whether after each lesson, stage, the end of each day, etc.

(3) The time allotted for presentation of each lesson.

(4) A lesson plan for each lesson in the TCO, including the objectives, content, and completion standards.

(5) The objective means used to measure the expected learning outcomes at the completion of each lesson.

n. Each page of the clinic TCO should be sequentially numbered or lettered, as appropriate.

o. A copy of the graduation and/or completion certificate.

p. A space approximately 1 3/4 inches by 4 inches will be provided on each page of the TCO to accommodate an approval stamp by AFS-800.

#### 7. TCO DEVELOPMENT.

a. Objectives. Course, stage, and lesson objectives should describe in behavioral terms what students are expected to know or be able to do at the end of a particular course, stage, or lesson.

Note: Examples provided should be used as a reference only, and should not be copied verbatim.

(1) Course objectives should state in broad terms the knowledge and skill goals to be reached by the student at the end of the course.

Example: At the completion of this course, the student will know the course material and be able to instruct pilot trainees at all certificate levels authorized.

(2) Stage objectives should be more limited and state desired student goals in specific areas of knowledge and skill.

Example: The student will be able to pass a stage test with a score of at least 70 percent on material covered during the preceding stage of instruction.

(3) Lesson objectives should clearly specify desired student outcomes and should be consistent with the objectives of the course and stage. Objectives should be carefully reviewed to ensure that they actually conform to the standards of this paragraph and are not, in fact, descriptions of a course, stage, or lesson.

Example: At the completion of this lesson, the student will know and understand basic aerodynamic forces including their effect on aircraft performance, and will be better qualified to impart the knowledge gained to trainees.

b. Content. The content should identify the specific subject matter that will be taught in the development of the student's knowledge and/or skills necessary to meet the course, stage, lesson objectives, and completion standards. The content should support the objectives, be arranged in a logical sequence, and be attainable (within the estimated stage and course times). Reasonable variances in the timeframe, to accommodate individual learning differences and other situations that may arise from time-to-time, should be considered when determining the adequacy of the estimated timeframes of stages, courses, or lessons. It is for this reason that certain flexibilities should be built into

the time allotted for the lesson presentation. FAR Section 61.197(c) permits the renewal of a valid flight instructor certificate without taking the practical test if the applicant has successfully completed an approved flight instructor refresher course consisting of not less than 24 hours of ground or flight instruction, or both, as appropriate to the TCO utilized, within 90 days before the application is made. There are no provisions for any deviation to the 24 hours of instruction, and credit will not be allowed for time not actually expended in the presentation of the 24 hours of flight and/or ground instruction, as appropriate. For the purposes of the FIRC, an hour consists of 60 clock minutes, which may include a 10-minute break after each 50-minute session. However, precourse registration, lunch periods, or graduation activities may not be included as part of the 24 hours of instruction under FAR Section 61.197(c). The chief instructor is responsible for ensuring that all lessons are completed, the lesson objectives are achieved, and the full 24 hours are accomplished.

c. Completion Standards. The completion standards should state the observable or measurable level of knowledge and skill required at the end of the course, stage, or lesson. For example, the following statement, "The attendee must score a minimum of 70 percent on each written examination given," would combine both the measurable and the observable. These standards should be consistent with the objectives.

d. Curriculum Required. Curricula must consist of not less than 24 hours of ground and/or flight instruction, presented in programs scheduled for not less than 2 nor more than 5 consecutive days (except as provided in paragraph 14b). A minimum of 16 hours ground instruction in this curriculum must be based on mandatory subject areas selected from those listed in appendix 1. The remaining 8 or more hours of instruction may be based on subject areas selected by the FIRC sponsor. Care should be given to develop lessons containing subject matter that is appropriate for flight instructors to know. Subjects like, "The Business Aspects of Flight Instructing," and similar topics, should be avoided as they are not germane to the certification of flight instructors. The curriculum should reflect the high standards of excellence expected of FIRC program sponsors authorized to issue flight instructor certificate renewals to applicants upon successful completion of an FAA-approved FIRC program in accordance with FAR Section 61.197(c). Training course outline holders are authorized to have on their staff a designated ACR employed solely by that sponsor.

e. Curriculum Contents. The curriculum should contain a broad outline of subjects to be taught in the course and must contain a minimum of 24 hours of lesson plans. However, it may be advisable to include additional lessons to provide flexibility in the presentation schedule.

8. TRAINING AIDS. An FAA-approved FIRC may include the use of a variety of training aids to improve communication between instructors and participants. Good instructional aids are devices which assist an instructor in achieving goals in the teaching/learning processes by presenting supporting, or supplementary material, usually intermittently. Aids should be easily understood and compatible with the learning outcomes expected in the completion standards for the lesson. Visual aids which do not appeal to the visual senses of the viewer have no value in the learning process and should not be used.

Recordings of sounds should be tested for correct volume and quality in the actual environment in which they will be used. Visual aids, if used, should be visible to the entire class. Lettering and illustrations should be large enough to be easily seen by the students farthest from the aids. Colors, when used, should be clearly contrasted, easily visible, and arranged in accordance with color spectrum sequence recommended for visual presentations. For example, pleasing colors such as blue, green, and pastels are preferred over colors such as red, yellow, or black. The latter colors should be avoided unless their use is necessary to make a point. The most common error in constructing vu-graphs, slides, or other visual presentations is to attempt to contain a vast amount of information on each visual. The best results are attained in visuals which are simple and contain a single thought or message. For example, the reproduction of an entire sectional chart projected onto a screen to emphasize the airport information block would contain too much clutter to be effective. A followup visual which highlights the airport data block only, would be extremely effective in carrying the message to the clinic attendees and would be visible from any spot in the room.

a. The effectiveness of instructional aids will be judged by their organization, sequencing, pattern of logic, and their overall effectiveness when used in support of and in obtaining the objectives and standards prescribed in the training syllabus.

b. In recent years, an abundance of excellent new material and techniques in the field of training aids has been developed which present many advantages for the instructor clinic. Each sponsor, however, must keep in mind the teaching goals to be achieved, including the continuous monitoring of the participants' progress to effectively develop their knowledge according to the training syllabus.

c. It is desirable that the chief instructor or other authorized FIRC representative personally determine, through a review of the program presented, that the standards for each lesson have been attained. The purpose of this review is to ensure that the participant meets the completion standards and understands the material presented. Only through such evaluation can the reviewer make a sound determination that the participant(s) should progress to the next lesson or review the subjects or procedures previously covered.

#### 9. GRADUATION AND COMPLETION CERTIFICATE ISSUED/RECORDS/APPLICATION TO FAA.

a. The organization or sponsor holding approval will ensure that at the conclusion of each clinic, each successful graduate is issued a sequentially numbered graduation certificate containing:

- (1) The full name and address of the organization (or sponsor) approved to conduct the clinic.
- (2) The full name and address of the graduate.
- (3) The date of issuance.
- (4) The date of expiration, or a statement that the certificate expires 90 days from the date of issuance.

- (5) The signature of the chief instructor.

Note: A graduation certificate is issued to an applicant that holds an unexpired flight instructor certificate and who successfully completes the FIRC. A completion certificate may be issued to an attendee who is not an instructor or to an instructor whose certificate is expired provided the TCO allows for their attendance at the FIRC; however, that certificate may not be used as the basis for certificated flight instructor reinstatement.

b. The FIRC sponsor must maintain a record of the complete name and address of all attendees whether a graduation certificate was issued or denied; and if denied, the reason therefor. This record is to be maintained for a period of at least 12 months.

c. Acceptance of a graduation certificate as the sole basis for flight instructor certificate renewal under FAR Section 61.197(c) remains the option of FAA.

d. The capability of a given FAA district office to administratively process flight instructor renewals is based upon work priorities and available staff. Therefore, to avoid placing an unscheduled workload upon a particular district office, sponsors are encouraged to have their graduates renew their flight instructor certificates at intervals at their local district office, rather than as a large group at any one office. Further, applicants may renew either in person or by mail. However, if renewing by mail, the applicant should ensure that the mailed application contains complete documentation of all items necessary for renewal and is accompanied by the unexpired flight instructor certificate and FIRC graduation certificate. They must be mailed early enough to reach the selected FAA district office prior to expiration of those certificates. After processing, the FAA will return the FIRC graduation certificate, and a temporary flight instructor certificate, to the applicant provided the application is approved.

10. SCHEDULING OF CLINICS. The approved sponsor or organization shall notify AFS-800 of its intent to conduct an FIRC not less than 45 days prior to the scheduled date any clinic is to be presented so that arrangements can be accomplished to permit an FAA representative to monitor the clinic, as necessary.

11. CHANGE OF CHIEF INSTRUCTOR. The approved sponsor or organization shall notify AFS-800 when a change of chief instructor occurs. This notification should occur at least 45 days prior to the change, but in no case later than 10 days following the change.

12. CHANGE OF SPONSOR. Should a change in sponsor occur due to sale or other reason and no change in personnel occurs, the sponsors (both old and new) must notify AFS-800 within 10 days. Clinic programs may continue to be provided in accordance with this AC. If, however, the change in sponsor includes any change



in personnel, authorization to conduct FIRC's is canceled until the new sponsor has obtained FAA approval as described in paragraph 5. Only initial approval will be considered until paragraph 15 has been complied with.

13. FAILURE TO COMPLY WITH AN APPROVED TCO. The failure of an organization or its representatives to comply with an approved course of training, or to effect such corrective action as deemed appropriate, is basis for denial or withdrawal of the approval and associated delegation of authority, such as for an ACR. When revision to an approved TCO, or related corrective action is determined to be necessary, the sponsor will be given a reasonable time (not to exceed 60 days) to effect the necessary revision or corrective action, as appropriate.

14. GENERAL PROCEDURES REGARDING FIRCS. All FIRC's are expected to comply with the following general procedures:

a. Each attendee and/or FAA observer/monitor will be provided an opportunity to review a copy of the approved TCO upon enrollment or during registration. This does not apply to the test questions used by the FIRC for its lesson, stage, or course completion evaluation.

b. The FIRC must be completed within 2 to 5 consecutive days with all lessons and time requirements fulfilled during that period. A graduation certificate will not be issued to any student who does not complete all curriculum requirements.

Note: Academic institutions or vocational schools having state board of education approval and/or national accreditation for a curriculum leading to an associate or bachelor's degree or a certificate of completion in aviation science, or similar, may be approved on a case-by-case basis by AFS-800 to conduct an FIRC over a period of time in excess of the specified 2 to 5 days (i.e., semester, quarter, etc.).

c. The TCO may not contain material, nor may any material be presented during the FIRC, that is contrary to the FAR. It should engender appropriate respect for the role of FAA and a proper compliance disposition of the FAR's. Failure to meet this goal may constitute grounds for withdrawing FAA approval.

d. No sponsor may teach part of their FAA-approved TCO and part of another sponsor's TCO. An approval to conduct FIRC's is limited to the TCO for which FAA approval is given. Inclusion of any material not approved in the TCO, regardless of the source, is strictly prohibited.

e. Sponsors may use video presentations to conduct part of their programs. However, the sponsor must limit video use to no more than 50 percent of the entire course hours. The information provided by video must be germane to the material presented and each subject matter presentation must be moderated by an instructor.

15. FIRC APPROVAL PROCESS. TCO's should be submitted for approval as described in paragraph 5. The FAA will conduct a thorough review of the TCO. When all the requirements of this AC have been met, an initial approval will be issued.

Final approval may not be issued until a satisfactory evaluation of the FIRC by a representative of AFS-800 has been completed.

a. Upon finding that the TCO is in compliance with this AC, the original and a copy will be stamped approved on each page by AFS-800 (space allowance for this stamp is described in paragraph 6p) and the original returned to the applicant. The TCO will be accompanied by a letter from AFS-800 stating that initial (tentative) approval to conduct FIRC programs has been given, and the stamped TCO with the letter constitutes authority to conduct FIRC's. The initial approval may be withdrawn at any time for sufficient cause, but in any case, will become invalid the last day of the 24th month after the month in which approval is given. Initial approval may be extended beyond its scheduled expiration date upon a finding by AFS-800 that timely monitoring was not accomplished by a representative due to time or budgetary constraints, the FIRC programs are considered to equal or exceed FAA standards, and the FIRC sponsor has requested by letter at least 90 days in advance of the scheduled expiration date that the approval be continued for another 24 months. In no case will a second extension of 24 months be granted.

b. After a representative from AFS-800 has monitored an FIRC program and determined that it is satisfactory, final approval will be given. A letter stating that the clinic was observed to be in conformance with the provisions of this AC and the FAA-approved TCO will be forwarded by AFS-800 to the FIRC sponsor. That letter and the approved TCO will then constitute final approval for the sponsor to conduct FIRC's in accordance with this AC and the FAA-approved TCO. This approval may be rescinded or withdrawn for sufficient cause, but will otherwise remain in effect until the last day of the 24th month after the month in which final approval is given.

#### 16. FIRC RENEWAL/WITHDRAWAL/CANCELLATION.

a. FIRC sponsors who desire to renew their authority to conduct FIRC programs, that have been given final approval, beyond the date of original expiration must state their request by letter to AFS-800 at least 60 days prior to the original expiration date. Upon a finding by AFS-800 that the TCO reflects the current AC requirements and that the FIRC's programs are in compliance with the AC and FAA-approved TCO, AFS-800 will renew the approval and establish a new expiration date.

b. Failure to comply with the FAA-approved TCO or this AC, or the failure to incorporate necessary changes to the existing TCO when so directed by AFS-800 in writing (in accordance with the revision procedures of paragraph 6f), may be sufficient cause for withdrawal of the approval.

c. If AFS-800 has not received a letter from the FIRC sponsor requesting renewal (as described above) or if the sponsor requests to surrender its authorization, the FAA will return all materials originally presented by the applicant accompanied by a letter stating that the sponsor's FAA approval has been canceled and no further clinics may be presented. If undeliverable, the FAA will not be responsible for retaining the TCO or locating the sponsor. To re-establish approval, the applicant must comply with the original application procedures described in paragraph 5.

17. APPLICATION AND APPROVAL OF AN ACR EMPLOYED SOLELY BY AN FIRC SPONSOR (ONLY FIRCS THAT HAVE RECEIVED FINAL APPROVAL MAY APPLY FOR AN ACR).

a. Application for the designation of an ACR authorized to issue flight instructor certificate renewals to eligible course graduates of specific FAA-approved FIRC's should be submitted by letter to the FAA Flight Standards or General Aviation District Office that has jurisdiction over the area in which the applicant's principal business office is located. The FAA district office receiving the application will forward the request for ACR designation and its recommendation through the appropriate regional office to AFS-800 for review and concurrence with the action indicated.

Note: Only FIRC's that have received final approval and that present three or more clinics per year or have a designated pilot examiner on staff may apply for an ACR.

b. The sponsor of an FAA-approved FIRC may request an ACR designation for one or more responsible members or employees of the organization represented. The sponsor should provide at least the following information:

(1) The original date of FAA approval of the sponsor to conduct FIRC programs.

(2) The number of programs given in the 12 months immediately preceding the request for ACR designation and the total number of attendees.

(3) The number of flight instructor attendees issued graduation certificates; the number denied and the reason(s) for denial.

(4) The number and location of FIRC's expected to be scheduled for the 12-month period immediately following the date of request for designation and the anticipated number of attendees at each scheduled location.

c. Requirements for Designation. In order to be designated as an ACR for an FIRC sponsor, a person must:

(1) Be at least 21 years of age.

(2) Have a good record as a pilot and a good reputation in the industry for honesty and dependability, and be known to work harmoniously with the FAA.

(3) Have the written recommendation of the sponsor involved when the person is other than the sponsor or individual making application, yet still employed by the sponsor.

d. Eligibility Requirements. To be eligible for selection as an ACR, the candidate for designation must:

(1) Hold at least a commercial pilot certificate and a valid flight instructor certificate with at least one category rating or a ground instructor certificate with advanced rating; and,

(2) Have been employed as either a chief flight instructor, an assistant chief flight instructor, a ground instructor of an FAA-approved school, or other position(s) of equivalent responsibility for at least 12 months immediately preceding the request for designation.

e. Privileges and Limitations. An ACR is subject to the following privileges and limitations:

(1) An ACR may, after review of the student/attendee's training record and eligibility, renew a valid flight instructor certificate of an FIRC course graduate who meets the requirements of FAR Section 61.197(c).

(2) An ACR may accept applications only from eligible course graduates of TCO program(s) given by the sponsor or organization by whom he/she is employed.

(3) An ACR may not conduct written, oral, or flight test(s) in connection with his/her duties as an ACR employed by an FIRC sponsor.

#### 18. ACR DURATION/RENEWAL/WITHDRAWAL/CANCELLATION.

a. An ACR designation expires the last day of the 12th month following the month in which designation is made and may be renewed for a period not to exceed another 12 months on a recurring basis.


b. Renewal of an ACR Designation is Not Automatic. Application for renewal should be submitted to the FAA district office of jurisdiction at least 60 days prior to the date of expiration. This request for renewal will again be coordinated with AFS-800 for concurrence prior to renewal being granted.

c. FAA approval of an ACR may be withdrawn based upon an unsatisfactory inspection or monitoring by FAA or when discrepancies noted in an FIRC sponsor's program, or associated ACR's certification files, are not corrected in a satisfactory or timely manner. Issuance of a flight instructor certificate based upon successful completion of the FIRC when the applicant did not successfully complete all renewal requirements within the 2 to 5 consecutive day period will constitute cause for withdrawal of the ACR designation.

d. Failure of the FIRC sponsor to obtain renewal, to be canceled, or to have its authority withdrawn will also cancel the designation of any ACR's in its employ. Also, ACR's that fail to apply for renewal, as described in subparagraph b, or that request in writing to AFS-800 to be deleted, will be canceled. The reappointment process for an ACR will be the same as for original designation (paragraph 17). Notification of cancellation of the ACR designation will be issued in accordance with appropriate FAA guidelines and procedures. The appropriate file will be returned to the sponsor in accordance with paragraph 16c.

19. DISPOSITION OF CERTIFICATION FILE. An ACR should forward each certificate renewal file, complete with a signed FAA Form 8710-1, Airman Certificate and/or Rating Application, and the original of FAA Form 8060-4, Temporary Airman Certificate, within 5 days of the FIRC completion to the FAA district office

having jurisdiction for the geographical area where the clinic was conducted. Include a copy of the ACR designation letter when submitting files to other than the designating district office.



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APPENDIX 1. REQUIRED INSTRUCTIONAL SUBJECTS FOR FAA-APPROVED TCO CURRICULUMS

The subject areas described below are those in which instruction is required to be given by holders of FAA-approved curriculums. Not less than 16 hours of ground instruction in subjects selected from the list that follows must be given in each program presented. It is intended that at least 1 hour will be devoted to each of the following 16 core subjects:

1. COLLISION AVOIDANCE PRECAUTIONS.

- a. See and be seen concept.
- b. Visual scanning techniques.
- c. Accurate position reporting by pilots when communicating with Air Traffic Control.

2. REGULATIONS.

- a. FAR Parts 1, 61, 91, 141.
- b. Special use airspace.
- c. Controlled and uncontrolled airspace.
- d. Endorsements required and authorized.
- e. Aircraft checklist.
- f. Certificates and documents.

3. ANALYSIS AND PERFORMANCE OF MANEUVERS.

- a. Maximum performance maneuvers.
- b. Short and soft field operations.
- c. Crosswind techniques.
- d. Use of performance charts.
- e. Weight and balance.

4. AERODYNAMICS.

- a. Lift and drag devices.
- b. Stall/spin considerations.
- c. Flight at minimum controllable airspeed.

- d. Balked landing climb.
- e. Load factors.

5. WEATHER--WHAT IS AVAILABLE.

- a. Procuring weather information.
  - (1) By telephone.
  - (2) In person.
  - (3) In flight.
- b. Analysis.
  - (1) Use of weather reports and forecasts.
  - (2) Visual indications of change in weather/marginal conditions.
- c. Hot/cold weather operations.
  - (1) High density altitude operations.
  - (2) Hazards of frost, snow, and ice.
  - (3) Seasonal weather precautions.
  - (4) Thunderstorms, tornados, hurricanes, etc.
  - (5) High humidity.
  - (6) Temperature/dewpoint spread--its significance to obscuring phenomena (fog).

6. PRACTICAL TEST STANDARDS/FLIGHT TEST GUIDES.

- a. Contents.
- b. Description of the standards.
- c. How to use effectively.

7. FAA PUBLICATIONS AVAILABLE.

- a. Advisory Circulars.
  - (1) What is available.
  - (2) How to order.
- b. Other publications.

c. How to use effectively.

8. FUNDAMENTALS OF INSTRUCTION.

- a. Lesson plans.
- b. Student instruction.
- c. Learning blocks.
- d. Learning plateaus.
- e. Teaching at the application level.
- f. Effective communications.

9. BASIC INSTRUMENT FLIGHT.

- a. Basic attitude instrument flying.
- b. Partial panel operation.
- c. Ensuring pilot competency in instrument flying skills.
- d. Inadvertent IFR.

10. JUDGMENT.

- a. Teaching judgment.
- b. Exercising good judgment as a flight instructor.
- c. Attitude of instructors toward safety.

11. AIRCRAFT ACCIDENTS/INCIDENTS.

- a. Analysis.
- b. Anatomy of an accident.
- c. Reporting requirements.

12. BIENNIAL FLIGHT REVIEWS (BFR) AND RECURRENT TRAINING.

- a. Regulatory requirements of FAR Part 61.
- b. FAA guidance, including pertinent AC's.
- c. Maneuvers, procedures, and publications reviewed.
- d. Scope and content of BFR's.



- e. Completion standards and endorsements.
  - f. Availability of recurrent/refresher training.
13. COCKPIT RESOURCE MANAGEMENT.
- a. Pilot decisionmaking.
  - b. Managing rather than just doing.
  - c. Evaluating the situation.
  - d. Problem resolution.
  - e. Risk assessment.
14. PROFESSIONALISM IN FLIGHT INSTRUCTION.
- a. The instructor's image.
  - b. Speech and conduct.
  - c. Values and goals.
  - d. Benefits of advanced training.
15. WAKE TURBULENCE, WIND SHEAR AND MICROBURST PHENOMENA.
- a. What causes it.
  - b. How to determine where it exists.
  - c. How to avoid it.
  - d. How to fly out of it, if encountered.
16. TERMINAL CONTROL AREAS, AIRPORT RADAR SERVICE AREAS, AND TERMINAL RADAR SERVICE AREAS.
- a. Types and boundaries.
  - b. Equipment requirements for aircraft.
  - c. Operating requirements for pilots.
  - d. Pilot certificate requirements.
  - e. FAA operating rules.

APPENDIX 2. SAMPLE SEQUENCE FOR TCO CONSTRUCTION

<u>Page of TCO</u>	<u>Subject Matter</u>
1	Cover page identifying the FIRC sponsor with the address and FAA approval date.
2	TCO Table of Contents.
3	Course overview and FIRC procedures (as required by sponsor and this AC).
4	Description of facilities and training aids.
5	Chief instructor and other personnel identified and statement of qualifications.
6	Course, stage, and lesson objectives and completion standards.
7	Index of lessons.
8	Individual lessons.
9	Review and evaluation questions with answer key (for application to AFS-800 only, not for students).
10	Sample of graduation certificate.

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