Section 1 Information and Policy for Acceptance and Renewal of Inspection Authorization Refresher Training

3-4516 GENERAL. This section pertains to reviewing, accepting, and/or renewing refresher training courses for Inspection Authorization (IA) renewal under Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.93(a)(4).

A. IA Renewal. Mechanics with IAs who wish to use training acceptable to the Administrator as a basis to renew their IAs under § 65.93(a)(4) must present evidence of acceptable training to their responsible Flight Standards offices.

B. Federal Aviation Administration (FAA) Safety Promotion Program Office (SPPO) Duties. The FAA has given the SPPO the task of reviewing, accepting, or rejecting course submittals and managing a database of accepted industry-produced IA renewal training courses. Therefore, the SPPO has established the position of IA Refresher Course Coordinator (IA RCC). All responsibilities for industry-produced IA refresher course acceptances, course denials/rejections, and management of the Master IA Refresher Course Database will be accomplished by the IA RCC. The IA RCC will follow established IA RCC work instructions.

3-4517 DEFINITIONS.

A. Active Course. A course that has been assigned an acceptance number and has not expired.

B. Course Provider. An individual, firm, partnership, corporation, company, association, or governmental entity who has applied for or received a Letter of Acceptance (LOA) to conduct IA refresher training in accordance with this order. The course provider is responsible for compliance with Volume 3, Chapter 56.

C. Course Provider Point of Contact (POC). An individual who is named by the course provider as the primary contact person for all communication between the course provider and the IA RCC. The POC represents the course provider and will be the recipient of all communication from the IA RCC. The POC name and contact information will be listed on the Master IA Refresher Course Database on www.FAASafety.gov.

D. Curriculum. The content of the course of instruction consisting of objectives, course material, presentation methods, and evaluation used, to include copies of tests and samples of visual aids, if applicable.

E. Distance Learning or Web-Based Curriculum. A curriculum that accomplishes the presentation, completion, and applicable testing for all course materials: correspondence, online, individual computer-based, or a combination thereof.
F. **Expired Course.** A course that has been assigned an acceptance number and the date of expiration has passed. These courses can no longer be offered for IA refresher training in accordance with this order.

G. **IA RCC (IA Refresher Course Coordinator).** An aviation safety inspector (ASI) (airworthiness) from the SPPO (formerly the National FAA Safety Team (FAASTeam) Office) who has been assigned the duties of IA RCC. The IA RCC has the duty to receive and review submissions for IA refresher training courses to determine compliance with Volume 3, Chapter 56.

H. **IA Refresher Course Acceptance Number (Acceptance Number).** A tracking number assigned to a course by the IA RCC after the course submittal documents have been reviewed and it is determined that the course is acceptable as a basis for IA renewal under § 65.93(a)(4) and is found to be in compliance with this order.

I. **Master IA Refresher Course Database.** A complete list of all IA refresher courses that have been accepted in accordance with this order; including active or expired courses. Courses that have been expired for more than 24 months will not be listed.

J. **Training Course Outline (TCO).** A course outline showing the course curriculum or subject areas to be presented, along with references to any technical or regulatory related material as a part of each presentation to include the length of presentation times for each curriculum or subject area presented in the accepted course.

K. **Training Syllabi.** Training syllabi documents are represented by the TCO and course curriculum. The syllabi must contain some course elements or subject areas from within 14 CFR part 147 appendices B, C, or D. The training syllabi must be accepted by the IA RCC.

L. **Webinar.** A curriculum that satisfactorily transmits a live presentation to remote locations using various live video/audio transmission technologies. Courses using a webinar must meet all presentation, completion, and applicable testing minimums set forth in this order.

3-4518 **POLICY AND GUIDANCE.**

A. **Authority to Review, Accept, or Reject IA Renewal Training.**

1) It is the responsibility of the IA RCC to review, accept, renew, or reject/deny all course material submitted by the course provider.

2) For a period of 36 months after a course expires, the IA RCC will maintain an electronic file of all reviewed training materials and correspondence with the POC.

3) A current database of accepted and expired IA refresher courses will be posted at www.FAASafety.gov. The IA RCC will make updates to the Master IA Refresher Course Database listing on the 1st and 15th of each month.

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4) At any time, the IA RCC may request the course provider POC to provide copies of some or all of previously accepted course submittal documents that were required for an initial request for course acceptance. The training syllabi or subject areas must be made available at any time on request by the Administrator. In addition, the IA RCC may request additional information deemed necessary to clarify compliance with this order.

5) The IA RCC will submit any unusual, unconventional, or nontraditional delivery (new technology) methods of providing IA renewal training to the manager of the General Aviation Branch to determine whether the method of delivery is acceptable. After the General Aviation Branch concurs that the method of delivery and process is acceptable, the IA RCC will review the course content for acceptance. Any unusual, unconventional, or nontraditional delivery type courses submitted will require an additional 90-calendar-day review period.

B. General Responsibilities, Limitations, and Expectations. All courses submitted to the IA RCC with the intent of meeting the requirements of § 65.93(a)(4) must consist of regulatory requirements, FAA policy, and/or maintenance training that directly relates to maintenance, inspection, repair, or alteration of aircraft products, systems, components, and/or accessories.

1) Criteria acceptable for IA renewal training course content:
   a) All training must contain curriculum subjects that are included in the training syllabi course elements listed in the part 147 appendices and/or topics relevant to IA responsibilities described in part 65 (e.g., regulations relevant to mechanic privileges and limitations, IA privileges and limitations, IA renewal, etc.), and/or 14 CFR part 91 (e.g., owner/operator maintenance and inspection requirements, etc.), and/or 14 CFR part 43 (e.g., maintenance procedures and publications, maintenance record entries, etc.).
   b) The IA RCC may accept courses that focus on human factors (HF) and/or elements of Safety Management Systems (SMS). However, the FAA will only accept a maximum of 6 training credit hours for HF or SMS training for IA renewal.

2) Format and time limits acceptable for IA renewal training course TCO:
   a) The course provider POC may submit the TCO for acceptance, with topics presented in various forms: modular increments of 1 hour, full designated-time course, and/or a combination. This allows flexibility of schedule and presentation at various locations, including webinars and computer-based programs.
   b) One-hour course sessions must be a minimum of 50 minutes. The FAA will not accept course topics less than 50 minutes.
   c) The FAA will only accept a maximum of 8 hours of training for IA refresher credit for courses that exceed 8 hours in length.

3) Air carriers and agencies conducting technical, Safety Management System (SMS), and/or HF training and requesting IA refresher acceptance must submit and obtain a course number in accordance with this guidance.
4) All IA refresher courses with an active course acceptance number assigned by the IA RCC will be recognized for IA refresher training hours in accordance with the training requirements of § 65.93(a)(4).

C. Exceptions. There are three exceptions in which it is not necessary for the IA RCC to review, accept, and issue an acceptance number to industry or FAA-conducted IA renewal training courses:

1) Maintenance-related training provided by manufacturers or manufacturer-authorized representatives about their respective type certificate (TC) holders, Supplemental Type Certificate (STC) holders, Technical Standard Order (TSO) holders, or Parts Manufacturer Approval (PMA) holders for products, components, or accessories.
   a) These training courses will not be required to obtain an IA renewal course acceptance number and no IA refresher course acceptance number will be established for these courses.
   b) The training presented in these courses must be technical and/or safety informative. Product promotional or sales-oriented training does not meet the acceptance criteria for IA renewal under § 65.93(a)(4).
   c) The training received must be documented in the form of a Certificate of Training, indicating the individual’s name, length of training, date presented, and the manufacturer identification (name of the manufacturer or authorized representative). The Certificate of Training must be signed by the manufacturer training instructor or the manufacturer-authorized representative. The manufacturer’s TC/STC/TSO/PMA number will substitute for the IA RCC assigned course acceptance number on the Certificate of Training.
   d) All Flight Standards offices will be expected to accept industry training conducted by a manufacturer or its authorized representative on its TC, STC, TSO, or PMA product, component, or accessory for the purpose of IA renewals providing a Certificate of Training is presented that meets the provisions in this order. (See Figure 3-181, Sample Certificate of Training—Manufacturer/TSO/PMA/STC Training Course Provider.)
   e) If requested by the IA RCC, these entities must be able to demonstrate that their course(s) meet all requirements of this order with the exception of submitting course TCO for acceptance and obtaining an IA refresher course acceptance number.

2) A Flight Standards office or FAASTeam Program Manager (FPM) organized IA renewal training or training course.
   a) Flight Standards office managers or Airworthiness FPMs may organize and provide IA refresher training addressing applicable IA issues, regulatory changes, and maintenance safety issues.
   b) These events will consist of FAA presenters and may be supplemented by maintenance entities and industry representatives who can contribute information, training, and materials that substantially mitigate accident/incident risks.
c) Flight Standards office/FPM trainings will not be required to submit their course to the IA RCC for acceptance and no IA refresher course acceptance number will be established for these courses.

d) The IA refresher training received must be documented in the form of a Certificate of Training indicating the individual’s name, length of training, date presented, and Flight Standards office identification along with the signature of the Flight Standards office manager or the FPM that organized the training. The Flight Standards office identification will substitute for the IA RCC assigned course acceptance number on the Certificate of Training. (See Figure 3-180, Sample Certificate of Training—FAA-Sponsored IA Refresher Course.)

e) Flight Standards office/FPM provided IA refresher training must also be documented by an attendance roster and retained by the Flight Standards office for a period of 36 months following the training date.

f) All Flight Standards offices will be expected to accept training conducted by a Flight Standards office/FPM IA refresher training providing a Certificate of Training is presented that meets the provisions in this order. (See Figure 3-180.)

3) Aviation maintenance-related courses conducted under the direction of the FAA Academy at the Mike Monroney Aeronautical Center (AMA-250) or the Designee Standardization Branch.

a) The IA RCC will coordinate with a single POC at AMA-250 and the Designee Standardization Branch. The AMA-250 and Designee Standardization Branch POCs will make the determination about which courses offered by their respective branch are acceptable for IA refresher training.

b) A single acceptance number will be assigned to each branch to be used when generating the required Certificate of Training. (See Figure 3-183, Sample Certificate of Training—FAA/Mike Monroney Aeronautical Center.)

c) All Flight Standards offices will be expected to accept IA renewal Certificates of Training provided by AMA-250 or the Designee Standardization Branch for the purpose of IA renewals providing a Certificate of Training is presented that meets the provisions in this order. (See Figure 3-183.)

d) If requested by the IA RCC, these entities must be able to demonstrate that their course(s) meet all requirements of this order with the exception of submitting course TCO for acceptance and obtaining an IA refresher course acceptance number.

D. Examples of Courses that do Not Meet Acceptance Criteria for IA Renewal Courses. The following are examples of course types that the IA RCC will not review for acceptance or that do not meet the training requirements of § 65.93(a)(4):
E. Application Process and Course Review—Overview. An applicant (course provider) who desires to have an IA refresher training course accepted or renewed in accordance with this order must make initial contact with the IA RCC via email at 9-AFS-IARefresher@faa.gov. The IA RCC will then provide the course POC with an IA Refresher Training Course Acceptance Transmittal Request template designed to standardize submittal reviews and containing guidelines and information regarding the submittal process.

1) A completed IA Refresher Training Course Acceptance Transmittal Request template must be included as the cover page for all initial and renewal course acceptance requests. (See Figure 3-164, Sample IA Refresher Training Acceptance Transmittal Request.)

2) Sixty business-days should be allowed for the review/acceptance process. Course provider POCs must take this into account when planning their course delivery schedules.

3) Course providers/applicants who are seeking multiple course acceptance (initial or renewal) must submit each individual course with a completed course submission template and supporting documents in separate email(s) to 9-AFS-IARefresher@faa.gov.

4) Courses submitted between January 15 and March 31 of the odd year of the IA renewal cycle will not be processed until April 1 due to expected high IA RCC activity levels during that time period.

F. Course Provider Initial Request for Course Acceptance.

1) All course submissions for acceptance must use the following procedure(s):

   a) The course provider POC will contact the IA RCC via email at 9-AFS-IARefresher@faa.gov. The IA RCC will provide the applicant (course provider POC) with the IA Refresher Training Course Acceptance Request template and information necessary to complete the application process.

   b) The course provider POC must have completed the required online training course located in the www.FAASafety.gov website’s Aviation Learning Center within the previous 24 calendar-months concerning the procedures, course requirements, IA refresher course requirements, application process requirements, and course provider duties, responsibilities, and expectations set forth in this order.
c) The course provider POC must submit each course using a completed IA Refresher Training Course Acceptance Transmittal Request template (provided by the IA RCC) to the 9-AFS-IARefresher@faa.gov email address. (See Figure 3-164.)

d) Each course submitted must be sent in a separate email.

e) The completion of the template provided by the IA RCC will contain some or all of the following information:

1. A current (obtained within the past 24 calendar-months) completion certificate for the Online IA Renewal Course Provider POC Indoctrination Course indicating that the course provider POC has completed the required online course concerning the procedures, course requirements, IA refresher course requirements, application process requirements, and course provider POC duties and responsibilities set forth in this order.

2. Title and brief description of the course (technical or regulatory) with stated goals and objectives.

3. A course TCO showing the course curriculum or subject areas that will be presented along with references to any technical or regulatory related material for each presentation. This should include (but not be limited to) the length of presentation times for each curriculum or subject area planned.

4. Description of how the course provider credits course hours including the total length of the course with breakdown in hours for subject/topic.

5. A description of how the course is designed (e.g., single course or modular).

6. Planned location and date for each course presentation, if known in advance.

7. Brief résumé of course presenters/instructors to include name, address, email address, telephone number, and affiliation. Résumé must provide information that qualifies the presenter/instructor as a subject matter expert (SME) in the subjects/topics they will teach.

8. Information about the Training Provider/Sponsor (POC) to include name, address, email address, telephone number, company name, and company affiliation.

9. A sample of the Attendance Form.

10. An example Certificate of Training. (See Figure 3-169, Sample Certificate of Training—Training Course Provider.)

11. The Certificate of Training must include:

   • The training provider name.
   • The course name.
• The name of attendee.
• The assigned course acceptance number.
• The course acceptance number expiration date.
• The date of attendance.
• The total training hours of the course.
• The number of hours acceptable as IA refresher creditable (8 hours maximum).
• The training course provider POC authorized signature and title.

2) The FAA will consider additional submission requirements for Webinar, Web-based training, and distance learning courses on a case-by-case basis. We encourage training providers/sponsors who wish to submit alternative methods other than instructor-led presentations to provide graphical outline representations of their proposed training programs for review and consideration.

   a) The graphical representation should contain a step-by-step description of how participants will enroll and access the support/study material for each lesson in order to effectively navigate through the course to completion.

   NOTE: It is highly recommended for a sponsor or an organization intending to present any unusual, unconventional, or nontraditional delivery (new technology) methods of providing IA renewal training to contact the IA RCC in advance to discuss the planned program outline before committing time and effort to its development. This will assist in ensuring that the program follows a standardized process to the extent possible and may help to reduce the time needed for its development, review, and acceptance by the FAA.

   b) The graphical outline presented should contain, at a minimum, the following information considered specifically applicable to an online curriculum:

   • The source of all study materials used to support the course element that would appear on the Internet.
   • A description of all drawings, mock-ups, demos, or links used in the course.
   • A statement of how the sponsor intends to ensure completion of the stated hours of the course subject material (study, completion, and test(s)).
   • A statement of how the sponsor intends to ensure that students do not receive access to any completion test(s) until they satisfactorily complete the course materials, for which the test is applicable.
   • The methodology proposed to allow the FAA access to course support materials, tests, and test results for the express purpose of reviewing and monitoring as deemed appropriate by the FAA.
   • The methodology proposed to ensure that course attendees attend the stated hours of instruction.
• A process that will show how the sponsor will maintain the required recordkeeping.
• Methodologies proposed to ensure data availability, integrity, confidentiality, and accountability for course materials, participant information, and lesson plans.

3) The IA RCC will maintain course access data on file for the lifetime of the course or until expired or removed from the Master IA Refresher Course Database.

G. Course Provider Request for Course Acceptance Number Renewal.

1) The course provider POC must submit a request for renewal 60 business-days prior to the course acceptance number expiration date via email at 9-AFS-IAREfresher@faa.gov.

2) Course provider POCs seeking multiple course renewals must submit each request with supporting documents if applicable in a separate email(s) to 9-AFS-IAREfresher@faa.gov.

3) Each renewal request email must include a new IA Refresher Training Course Acceptance Transmittal Request. (See Figure 3-164.)
   a) Each renewal request submittal package must highlight any updates, alterations, and deletions in some manner (e.g., change bars, shading, and/or synopsis).
   b) If changes are significant, the course provider POC must submit a new initial request and meet all requirements and the IA RCC will assign a new course acceptance number.

4) The IA RCC may request the course provider POC to provide complete copies of the previous initial/renewal course acceptance request package and/or previous LOAs.

5) The IA RCC will issue a Renewal LOA if the course continues to meet the course requirements for acceptance in accordance with this order after review of the course renewal submission. (See Figure 3-166, Sample Letter of Renewal.)

   NOTE: If a course renewal request is made before the LOA expiration date, the course number will remain the same.

6) If a course has expired, the IA RCC will issue a letter of non-acceptance, the course will not be renewed, and all requirements for an initial course acceptance request must be submitted.

H. Course Changes.

1) Minor changes are defined as changes that do not alter the content (e.g., course instructor change). The course provider POC may incorporate and use minor changes after written email notification to the IA RCC and prior to course presentation. Minor changes must be designated in writing during the course renewal process.
2) Significant changes are defined as additions/deletions in course topics and/or subject materials, and/or a change in course presentation format, and/or overall course length (e.g., full designated-time course versus a modular type course).

   a) When significant changes are made, the course provider POC must notify the IA RCC via email at 9-AFS-IAResher@faa.gov. The course may not be presented again until a new “initial” course submission is made and the IA RCC has assigned a new course acceptance number.

   b) The old acceptance number for the course being replaced will be designated as expired using an expiration date to match the date of the new acceptance number LOA.

   c) The new course acceptance LOA will indicate that the old course acceptance number is expired concurrent with the acceptance date of the new course acceptance number.

   d) The new course acceptance number will be valid for 24 months from the issuance date of the new course acceptance LOA.

I. Refresher Training Course Tracking.

   1) The IA RCC will receive initial and renewal course submissions and upload the course submission documents into the IA Refresher Training Submittal-Acceptance file.

   2) The IA RCC will review the course documents for compliance with this order.

   3) Upon acceptance, the IA RCC will assign a course acceptance number. The IA RCC will issue a LOA to the course provider POC. (See Figure 3-165, Sample Letter of Acceptance.)

   4) The IA RCC will enter the course information into the Master IA Course Database spreadsheet that is posted on www.FAASafety.gov.

   5) The database will be a searchable listing that contains active courses and expired courses.

      a) Active courses will remain listed in the Master IA Course Database spreadsheet for 24 months from the issue date of the LOA.

      b) If not renewed before the date of LOA expiration, courses will be marked as expired in the Master IA Course Database spreadsheet with an expiration date coinciding with the expiration date of the LOA.

      c) Expired courses will be removed from the Master IA Course Database spreadsheet 24 months after they expire.

J. Duties and Responsibilities of the IA Refresher Training Course Provider After the IA Renewal Course has Been Issued an Acceptance Number. The following is a list of duties and responsibilities for course provider POCs:
1) The course provider POC assumes full responsibility for the accuracy of the course material. In accordance with subparagraph 3-4518H, any changes to the course must be reported to and accepted by the IA RCC before the new course material can be presented.

2) Maintain a list of attendees and contact addresses for each course given for at least 36 months after the date the training was provided. Make this list available to any FAA office upon request.

3) Thirty calendar-days before the IA refresher course is presented, notify the Flight Standards office manager and the FPM nearest the location of where the course will be presented.
   a) The course provider POC must provide the date, time, and location in writing by letter and/or email.
   b) The course provider POC may contact the IA RCC for assistance in determining the nearest Flight Standards office and FPM.

4) The course provider must allow attendance at no cost to a minimum of one Flight Standards office ASI and/or the local FPM to ensure compliance with the requirements of § 65.93(a)(4) and this order.
   a) The course provider POC is encouraged to allow the local FPM some time to provide pertinent FAASTeam updates and local safety information.
   b) ASIs or FPMs attending in any official capacity will not receive a Certificate of Training.
   c) FAA personnel attending a training course in any official capacity are not responsible to endorse or provide a Certificate of Training to the course attendees.

5) Upon request, the course provider POC will provide a copy of the course TCO to the Flight Standards office ASI and/or the local FPM.

6) The course provider will provide to the FAA personnel monitoring the course at least one copy of any materials that the training attendees receive.

7) The course provider will ensure each course attendee receives a Certificate of Training. The following list of items must be included on the Certificate of Training (see Figure 3-169):
   - Course provider name.
   - Course acceptance number.
   - Course LOA expiration date.
   - Total training hours of the course.
   - Number of hours acceptable as IA refresher creditable hours (8 hours maximum).
• The date when the course was presented.
• The location where the course was presented.
• The training course provider authorized signature and title.

8) The course provider POC must maintain currency of the Online IA Refresher Course Provider Training. A current Certificate of Training (course accomplished within the previous 24 calendar-months) must be provided to the IA RCC with all initial and renewal course submissions.

9) Perform all training in accordance with the submitted and accepted course TCO.

10) Only conduct refresher training under an accepted and active refresher course number, as applicable.

11) For distance learning or Web-based curriculums, provide required access for FAA acceptance review and program monitoring.

12) Cease course offerings when notified that the IA RCC has expired the course for poor performance or cause.

K. Courses with Unacceptable or Poor Performance. The IA RCC will utilize random methods to monitor courses with active course acceptance numbers for adherence to the accepted course TCO, quality of instruction given, and adherence to the duties and responsibilities of the course provider or course provider POC. In addition, the Flight Standards office ASI or the local FPM may submit a written report detailing any findings (positive or negative) concerning the quality of the course to the IA RCC for appropriate action within 10 calendar-days of course observation.

1) The IA RCC will review all reports from all sources that indicate an IA renewal course with an active acceptance number does not meet the expectations of course attendees and/or FAA course observers.

2) If the IA RCC deems a previously accepted IA refresher course unacceptable for any reason, the IA RCC will notify the course provider POC about the findings and request an explanation.

NOTE: The course provider POC will not present the course until the discrepancies have been corrected by the course provider and accepted by the IA RCC.

3) If discrepancies are not corrected within the period requested by the IA RCC, the IA RCC will show the course as expired by changing the expiration date in the Master IA Refresher Course Database.
a) The IA RCC will send the training provider an email notification via 9-AFS-IARefresher@faa.gov informing them of the unacceptable performance and that the course cannot be offered or accepted for IA refresher training. The IA RCC will indicate to the course provider POC that the course acceptance number is expired and is no longer accepted as an IA refresher course. (See Figure 3-168, Sample Letter of Notice of Cancellation of Course Acceptance.)

b) The course acceptance number will be marked as expired in the Master IA Refresher Course Database spreadsheet.

c) The course provider must cease course presentations.

d) The course provider POC must not allow anyone to enroll in the now-unaccepted course.

e) The course provider POC may petition for reconsideration in accordance with the Request for Reconsideration.

L. Request for Reconsideration. Upon the action of course review non-acceptance or course acceptance number expiration due to unacceptable performance, the training provider may petition for reconsideration in writing within 15 calendar-days to the following address for reconsideration of the decision for removal:

FAA Headquarters
Aircraft Maintenance Division, AFS-300
800 Independence Avenue, SW
Washington, DC 20591

NOTE: The Aircraft Maintenance Division’s final decision may affirm, modify, or reverse the initial IA RCC decision. The Aircraft Maintenance Division will make the final decision on the request for reconsideration, and will forward the decision to the training provider POC and copy the IA RCC.

3-4519 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites.

- Course provider POC must have knowledge of part 65.
- Course provider POC must have obtained a Certificate of Training by completing the Online IA Refresher Course Provider Training found at www.FAASafety.gov within the previous 24 months of the submittal for a course “initial” or “renewal” acceptance.

B. Coordination. All submittals for course “initial” or “renewal” acceptance requires coordination with the IA RCC via email at 9-AFS-IARefresher@faa.gov.
3-4520 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

• Volume 3, Chapter 56, Method of Inspection Authorization Refresher Training Acceptance and Renewal;
• Part 65; and
• Maintenance Hangar Section at www.FAASafety.gov.

B. Forms. None.

C. Job Aids. Figures 3-164 through 3-183 in this section.

3-4521 IA RCC PROCEDURES.

A. Review Request for Initial or Renewal Acceptance of IA Refresher Course. Upon initial contact, the IA RCC will:

• Answer any questions.
• Provide the course provider POC with a checklist IA Course Acceptance Transmittal Request which defines the required documents and information needed in order to adequately review a course submission package (see Figure 3-164).
• Ensure that the applicant’s submission package contains all of the required documents/information and request additional documents/information as needed.

B. Successful Review.

1) Upon successful review of the submitted course materials, the IA RCC will provide the applicant with an LOA (see Figure 3-165 or Figure 3-166).

2) An acceptance number will be assigned when new initial courses are accepted.

3) The IA RCC will maintain required files.

C. Unsuccessful Review.

1) The IA RCC will notify the applicant by providing a letter of non-acceptance (see Figure 3-167, Sample Letter of Denial).

2) The non-acceptance letter will provide information about the option of reconsideration. All parties will abide by the final decision of the Aircraft Maintenance Division in accordance with subparagraph 3-4518L, Request for Reconsideration.
3-4522 TASK OUTCOMES.

A. Course Acceptance/Renewal. This task may result in the course provider receiving an LOA from the IA RCC. The IA refresher course will be accepted as credible IA refresher training that meets the requirements of § 65.93(a)(4).

B. Course Denial. This task may result in the denial of a submitted IA refresher course that does not meet the requirements of this order or the requirements of § 65.93(a)(4). An LOA will not be issued to the course provider.

C. Course Expiration. This task may result in the early expiration of a course that does not meet acceptable performance. The IA RCC will issue a Letter of Notice of Cancellation of Course Acceptance to the course provider.

3-4523 FUTURE ACTIVITIES. None.
IA Refresher Training Course Acceptance Transmittal Request

☐ Initial Request  ☐ Renewal

*Instructions:* Please use this template as a checklist to submit course acceptance information. This will ensure you have submitted all required documents and make them easier to review.

Submit the required documents as attachments. If you attach any document files not listed in this template, record the document in Section D below as “other attachments.”

Completion of all applicable sections for either initial or renewal is mandatory. Missing or incomplete entries will result in additional processing time for corrections and review.

**Sections Required:**

- **Initial acceptance request:** Complete Sections A, B, D, and E.
- **Renewal request:** Complete Sections A, C, D (for significant changes), and E.

------------------------- Section A – General -------------------------

**Date of Submittal:**
**Course Provider/Company Name:**
**Course Title:**
**Course Acceptance Number:**
**Course Total Length in Hours:**
**IA Renewal Creditable Hours:** _______ (8 hrs. Maximum)
**POC Information:**

  - **Name:**
  - **Address:**
  - **Phone:**
  - **Email:**

**Date of Online IA Renewal Course Provider POC Indoctrination Course:**
Section B – Curriculum

Course Description Including Goals and Objectives:

Course Description:
______________________________________________________________________________
______________________________________________________________________________

Course Goal(s):
______________________________________________________________________________
______________________________________________________________________________

Course Objective(s):
______________________________________________________________________________
______________________________________________________________________________

Methods Used to Present the Course (check as many as applicable):
☐ Lecture Presentation ☐ PowerPoint Presentation ☐ Webinar
☐ Computer Bases Training ☐ DVD Presentation ☐ Web-Based Presentation
☐ Single Subject Course ☐ Modular Course
☐ Other: (Specify) ________________________________________________________________________

Course Presenters/Instructors for This Course

<table>
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<th>Address</th>
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Section C – Description of Changes – (Renewal)

☐ Check here if there are no changes to the course.

If applicable, briefly describe any minor changes to the course. If there are no minor changes leave this section blank. If there are major changes, this transmittal template will be for an “initial” course submittal.
--- Section D – Attachments ---

FAA Order 8900.1, Volume 3, Chapter 56, Method of Inspection Authorization Refresher Training Acceptance and Renewal, requires the applicant for IA refresher training course acceptance to provide the following information to the Inspection Authorization Refresher Course Coordinator (IA RCC).

Please provide the following documents to ensure compliance with the order prior to the issuance of a Letter of Acceptance (LOA). Use the check boxes to indicate what attachments are included in this submission.

**Required Attachments for Conventional Instructor-Led Courses**

- **Copy of current (within the past 24 calendar-months) completion certificate for the IA Renewal Course Provider POC Indoctrination Course.**

- **Training Course Outline:** shows the course curriculum/subjects including, the length of each module (50-minute minimum) in hours and the course total hours. All courses MUST contain some of the training syllabi course element subject areas found in 14 CFR part 147 appendices B, C, or D. Annotate (highlight) all applicable course elements that satisfy this requirement.

  SUBMITTED TCO FILE NAME: ______________________

- **Attendance Form Sample**

  SUBMITTED Attendance Form FILE NAME: ______________________

- **Sample Certificate of Training**

  NOTE: The Certificate of Training MUST include the following elements:

  - Course provider or company name
  - Course name or title
  - Name of attendee
  - Course acceptance number or blank format example: C-IND-IM-XXXXXX-K-XXX-XXX
  - Course expiration date or blank format example: October XX, XXXX
  - Date of attendance
  - Total course training hours
  - IA refresher training creditable hours
  - Training providers signature and affiliation (Instructor, President, CEO, Training Manager etc.)
  - Optional – Location where training was conducted

  SUBMITTED Attendance Form FILE NAME: ______________________

- **Samples** of training course materials to be used during the course of instruction: (provide all applicable)

  - Representative sample of PowerPoint slides
  - Copies of any test to be given
  - Sample of any handouts to be used
  - Sample or reference to technical documents to be used by attendees. List references here:

  SUBMITTED Samples of training course materials FILE NAME: ______________________

- **Other Attachments:** (provide the file names for other attachments)
Required Attachments for Computer-Based, Online or Webinar Type Courses

☐ Not Applicable – I am not applying for acceptance of an online/computer based/webinar type course.

☐ Graphical Outline representation provided.
  ☐ Step-by-step description for enrollment.
  ☐ Access to support/study material for each lesson.

☐ Statement of how completion of stated hours is ensured.

☐ Methodology to determine identity of course participants.

☐ Statement of how attendees do not receive access to any completion test(s) until they satisfactorily complete the course material (where tests are given).

☐ Methodology for FAA access to course, support material, tests, test results, etc. for the purposes of monitoring.

☐ Methodology to ensure courses attendees attend the stated hours of instruction.

☐ Methodology to ensure data availability, integrity, confidentiality and accountability of course materials, participant information, and lesson plans.

☐ Methodology for FAA to review revisions once the course is accepted and before they are included in the course.

☐ Certificate for attendance to Online IA Refresher Course Provider Training.

☐ Attachments: (provide the file names for attachments).

---------------------------------- Section E – Agreement-----------------------------------

Agreement Statement: I have read and understand the requirements found in FAA Order 8900.1, Volume 3, Chapter 56 and the associated privileges and limitations.

I understand that the Inspection Authorization refresher training described in this transmittal must continuously meet the requirements of 14 CFR part 65, § 65.93(a)(4).

I understand that a LOA issued to me or my company is a document that constitutes an agreement with the Federal Aviation Administration to conduct IA refresher training in accordance with the FAA order above and the provisos described in the LOA.

<table>
<thead>
<tr>
<th>Signature/Name</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

When completed, convert this Word file to a PDF and email it along with the required attachments to 9-AFS-IARefresher@faa.gov.
Figure 3-165. Sample Letter of Acceptance

November 3, 2017

Troy Davis
Fly Safely Aviation Training Inc.
344 Tower Lane, Phoenix, AZ 63477
634-234-8973
Troy.d@yahoo.com

Dear Mr. Davis:

I am pleased to notify you that your 8-hour Inspection Authorization (IA) refresher course titled, “Aging Aircraft Wiring” has been accepted. As of this date, a review of the materials you submitted for this course meet the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.93(a)(4) for IA renewal.

Your FAA-accepted Training Course Number is C-IND-IM-130607-K-006-009 and will expire November 30, 2019.

Your course will remain as an active course on the Master IA Refresher Course Database List located in the www.FAASafety.gov website (Maintenance Hangar) for 24 calendar-months. An earlier expiration date could result if it is discovered that your course no longer meets the requirements of FAA Order 8900.1, Volume 3, Chapter 56.

Before the end of the 24 calendar-month period, you must provide the IA Refresher Course Coordinator (IA RCC) with a request for course renewal acceptance in accordance with current guidelines. If you do not provide this request at least 60 business-days before the end of the 24 calendar-month period, we will mark your course as expired in the Master IA Refresher Course Database.

As a provider of an FAA-accepted IA training course, you must continuously comply with current FAA guidance for your course acceptance number to remain valid. This requires you notify the local Flight Standards office manager and the appropriate FAA Safety Team (FAAStTeam) Program Manager nearest the location of your training about the date, time, and location 30 days prior to presenting this course by letter, fax, and/or email. In addition, you must allow, at no charge, a minimum of one Flight Standards ASI from the local Flight Standards office for the purpose of oversight and/or the FAAStTeam Program Manager or FAAStTeam representative for the area where the training will take place to ensure compliance with the requirements of Order 8900.1, Volume 3, Chapter 56. You must maintain a list of attendees and contact addresses for each course given for at least 36 months after the date the training was provided. Make this list available to any FAA office upon request. If it is determined that your course does not meet the guidelines, you will receive notification.

Congratulations, and thank you for your interest in aviation safety. Should you have further questions, please contact me at 9-AFS-IARefresher@faa.gov.

Sincerely,

Michael R. Jordan, ASI
IA Refresher Training Course Coordinator (IA RCC)
Safety Promotion Program Office (SPPO), AFS-920
Figure 3-166. Sample Letter of Renewal

September 28, 2017

John Doe
IA Academy
30 Piper Lane
Denver, CO 12345
411-454-4357
John.d@gmail.com

Dear Mr. Doe:

The Federal Aviation Administration (FAA) Safety Team (FAASTeam) is pleased to notify you that we have accepted your request for renewal of your 8-hour Inspection Authorization (IA) refresher training course titled, “Rocky Mountain IA Refresher Seminar.”

As of this date, the material submitted meets the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.93(a)(4) for IA renewal. Your course identification number will remain: C-IND-IM-170928-K-010-007 and will expire September 30, 2019.

Your course will remain on the FAA’s active list of accepted IA renewal courses for 24 calendar-months unless suspended or removed for cause.

Before the end of the 24 calendar-month period, you must provide the IA Refresher Course Coordinator (IA RCC) with a request for course renewal acceptance in accordance with current guidelines. If you do not provide this request at least 60 business-days before the end of the 24 calendar-month period, we will remove your course from the list of acceptable courses.

As a provider of an FAA-accepted IA training course, you must comply with current FAA guidance in FAA Order 8900.1, Volume 3, Chapter 56 in order for your course acceptance to remain valid. This requires you notify the local FAA field office manager and the appropriate FAA Safety Team (FAASTeam) Program Manager of the date, time, and location 30 days prior to presenting this course by letter, fax, and/or email. In addition, you must allow, at no charge, a minimum of one Flight Standards ASI from the local field office for the purpose of oversight and the FAASTeam Program Manager, admission to any session presented to ensure compliance with the regulatory requirements of § 65.93(a)(4). You must maintain a list of attendees and contact address for each course given for at least 36 months after the date the training was provided. Make this list available to any FAA office upon request. If it is determined that your course does not meet the guidelines, you will receive notification.

Congratulations, and thank you for your interest in aviation safety. Should you have further questions, please contact me at 9-AFS-IARefresher@faa.gov.

Sincerely,

Michael R. Jordan, ASI
IA Refresher Training Course Coordinator (IA RCC)
Safety Promotion Program Office (SPPO), AFS-920
Figure 3-167. Sample Letter of Denial

FAA Safety Team
6100 Corporate Boulevard, Suite 200
Baton Rouge, LA 70808

July 17, 2017

John Doe
MCI Incorporated
355 Lakewood Boulevard
Kansas City, MO 64106

Dear Mr. Doe:

We have reviewed the training course materials you submitted for Inspection Authorization (IA) renewal training titled, “Rewiring the Jetstar EGT System” (2 hours) and found that they did not meet the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.93(a)(4) and pertinent FAA guidance.

It was determined that your course content contained over 80 percent of marketing or commercial advertisement of the Supplemental Type Certificate (STC) exhaust gas temperature (EGT) product rather than in-depth maintenance training. In addition, your assigned instructor has no presentation experience. For these reasons, we will not deem your course “acceptable” for IA renewal training.

If you believe this action is inappropriate, you may request reconsideration of the decision for denial in writing to:

FAA Headquarters
Aircraft Maintenance Division, AFS-300
800 Independence Avenue, SW
Washington, DC 20591

Upon your request, the FAA Aircraft Maintenance Division will forward their decision to you. This decision may affirm, modify, or reverse this initial acceptance decision.

Thank you for your interest in aviation training. Should you have further questions, contact this office at (916) 422-0272 ext. 254.

Sincerely,

I.M. Airworthiness
IA Refresher Course Coordinator
Figure 3-168. Sample Letter of Notice of Cancellation of Course Acceptance

FAA Safety Team
6100 Corporate Boulevard, Suite 200
Baton Rouge, LA 70808

January 16, 2017

John Doe
Angel Aviation
100 Skyway Drive
Heaven, AR 72223

Dear Mr. Doe:

This is notification that we marked your Inspection Authorization (IA) Refresher Training Course Number, C-INDUSTRY-MI-070116-K-005-01, (enter course name), in the Master IA Refresher Course Database spreadsheet as expired as of November 11, 2009. We have found that the course does not meet the acceptance criteria. Attempts to rectify the non-compliance situation with you have been unsuccessful.

Attendees to this course after this expiration date will not receive credit for IA renewal under Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.93(a)(4).

You may appeal this decision in writing to: FAA Headquarters, Manager, Aircraft Maintenance Division, AFS-300, 800 Independence Avenue, SW, Washington, DC 20591, for reconsideration. The Aircraft Maintenance Division will make the final decision on your appeal request.

Sincerely,

I.M. Airworthiness
IA Refresher Course Coordinator
Figure 3-169. Sample Certificate of Training—Training Course Provider

Certificate of Training

Dallas Aero Academy

Presented to:

John Mechanic

Specialized NDI - Learjet 35 Series Wing Spar

Completed this 60-hour course September 23, 2017

FAA Course Acceptance Number: C-IND-IM-170928-K-010-001

Course Expiration Date: September 30, 2019

Accredited for 8 hours IA refresher training under Title 14 CFR part 65, § 65.93(a)(4)

I.M. Instructor
Dallas Aero Academy
Figure 3-180. Sample Certificate of Training—FAA-Sponsored IA Refresher Course

Certificate of Training

San Antonio
Flight Standards District Office

Presented to:

John Mechanic

Alamo City IA Refresher Clinic

Completed this 8-hour course March 23, 2017

FAA Course Acceptance Number: SW-17

Accredited for 8 hours of IA refresher training under Title 14 CFR part 65, § 65.93(a)(4)

FPM or Manager signature
SAT-FSO SW-17
Certificate of Training

Sikorsky Aircraft Company

Presented to:

Jordan E. Schulz

Sikorsky S-92 Rotor Track and Balance

Completed this 32-hour course November 10, 2017

Accredited for 8 hours of IA refresher training under Title 14 CFR part 65, § 65.93(a)(4)

I.M. Instructor
Sikorsky Aircraft Company
Certificate of Training

Fly Safely Aviation Training Inc.

Presented to:

Jordan E. Schulz

Cessna Citation 500 Series Initial Maintenance

Completed this 80-hour course November 10, 2017

Manufacturer Authorized Training

Accredited for 8 hours of IA refresher training under Title 14 CFR part 65, § 65.93(a)(4)

I.M. Instructor
Fly Safely Aviation Training Inc.
Certificate of Training

Mike Monroney Aeronautical Center

Presented to:

John Mechanic

Designated Mechanic Examiner Initial

Completed this 24-hour course September 23, 2017

FAA Office Routing: AFS-640

Accredited for 8 hours of IA refresher training under Title 14 CFR part 65, § 65.93(a)(4)

I.M. Instructor
MMAC-AFS-640

RESERVED. Paragraphs 3-4524 through 3-4543.