VOLUME 5 AIRMAN CERTIFICATION

CHAPTER 2 TITLE 14 CFR PART 61 CERTIFICATION OF PILOTS AND FLIGHT INSTRUCTORS

Section 9 Conduct an Instrument Rating Certification

5-431 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE. 1506.

5-432 OBJECTIVE. This section provides background to enable the aviation safety inspector (ASI) to determine if an applicant is eligible for an instrument rating under Title 14 of the Code of Federal Regulations (14 CFR) part 61, § 61.65. Successful completion of this task results in the issuance of Federal Aviation Administration (FAA) Form 8060-4, Temporary Airman Certificate (with an instrument rating), FAA Form 8060-5, Notice of Disapproval of Application, or a letter of discontinuance.

NOTE: As implementation of the Airman Certification Standards (ACS) expands, the term “certification test” may be used in certain situations because it more fully aligns with the integrated ACS approach to training and testing for airman certification purposes. The terms “practical test” and “certification test” are synonymous for the purposes of this guidance.

5-433 GENERAL.

A. Instrument Rating. The instrument rating requires applicants to receive training in precision and nonprecision approaches. Due to certain instrument approach facilities not being available in some areas, the certification, training, and recency of experience requirements do not specifically outline what the precision and nonprecision approaches should be. However, it is expected that instructors provide training to their students on all precision and nonprecision approaches that are readily available in the area. The content of the practical test is dependent on the equipment installed in the aircraft and approach facilities that are available in the nearby area. The practical test of § 61.65 and the instrument proficiency check (IPC) of § 61.57 require that an applicant be tested on precision and nonprecision approaches.

1) Airline Transport Pilot (ATP) Certificate.

a) An instrument rating may be added to an ATP Certificate if it is associated with a category/class rating held at the commercial or private pilot level (e.g., AIRLINE TRANSPORT PILOT, AIRPLANE SINGLE AND MULTIENGINE LAND, COMMERCIAL PRIVILEGES ROTORCRAFT—HELICOPTER, and INSTRUMENT—HELICOPTER).

b) The knowledge test results for an ATP Certificate are not acceptable as evidence of aeronautical knowledge for an instrument rating.

2) Practical Test. The Instrument Rating ACS or practical test standards (PTS), as appropriate, requires an applicant to be tested on three different kinds of instrument approaches, consisting of one precision approach and two nonprecision approaches. The precision approach
may be an instrument landing system (ILS) approach, or a Global Positioning System (GPS) Landing System (GLS) approach. A precision approach radar (PAR) is not authorized as a precision approach on the practical test. Additionally, although localizer performance with vertical guidance (LPV) is technically not considered a precision approach, it can be used as a precision approach if the decision altitude (DA) is equal to or less than 300 feet height above touchdown (HAT). The GPS equipment must be instrument certified and contain the current database. Although LPV and lateral navigation (LNAV)/vertical navigation (VNAV) approaches are technically nonprecision approaches, because of the availability of a glidepath, they may not be used to demonstrate nonprecision approaches.

NOTE: An LPV approach with a DA greater than 300 feet HAT may be used as a nonprecision approach; however, due to the precision of its glidepath and localizer (LOC)-like LNAV characteristics, an LPV can be used to demonstrate precision approach proficiency (Area of Operation (AOO) VI Task B) if the DA is equal to or less than 300 feet HAT.

a) For the selection of the nonprecision approaches, the evaluator may choose to test on any two of the following nonprecision instrument approaches using different kinds of navigation systems:

- Non-directional radio beacon (NDB),
- Localizer type directional aid (LDA),
- Very high frequency omni-directional range station (VOR),
- GPS,
- Simplified Directional Facility (SDF), and
- LOC.

b) Although LPV approaches are technically nonprecision, due to the precision of its glidepath and its LOC-like LNAV characteristics, an LPV can be used to demonstrate precision approach during the instrument practical test if the DA is equal to or less than 300 feet HAT. Consequently, ILS, GLS, or LPV can be used to demonstrate a precision approach.

c) The required radio equipment that must be installed and operational on the aircraft must provide for communications with air traffic control (ATC) and for the performance of the required nonprecision approaches and precision approaches.

d) If the practical test is conducted in the aircraft and the aircraft has an operable and properly installed GPS, the evaluator will require and the applicant must demonstrate GPS approach proficiency. If the applicant has contracted for training in an approved course that includes GPS training in the system that is installed in the aircraft/simulator/flight training device (FTD), and the aircraft/simulator/FTD used for the checking/testing has the same system properly installed and operable, the applicant must demonstrate GPS approach proficiency.

NOTE: If any avionics/navigation unit, including GPS, in the aircraft used for the practical test is placarded inoperative, the evaluator will review the maintenance log to verify that the discrepancy has been properly documented.
B. Limitations.

1) **Multiengine Limited to Visual Flight Rules (VFR) Only.** If an applicant holds both single-engine and multiengine class ratings on a pilot certificate and takes the instrument rating practical test in a single-engine airplane, the certificate issued must bear the limitation “MULTIENGINE LIMITED TO VFR ONLY.” If the applicant takes the test in a multiengine airplane, the instrument privileges will be automatically conferred for the Airplane Single Engine (ASE) rating.

2) **Limited to Center Thrust.** An applicant may accomplish an Instrument-Airplane rating practical test in a multiengine airplane that is limited to center thrust. There is no need to place the “LIMITED TO CENTER THRUST” limitation on the applicant’s pilot certificate provided the Airplane Multiengine Land (AMEL) rating is not limited to center thrust. If the applicant’s AMEL rating is limited to center thrust, then the limitation will already be on the pilot certificate.

5-434 **ESTABLISHING ELIGIBILITY.**

A. **Graduate of an Approved School.** If an applicant graduated from an approved school, the applicant is considered to meet the knowledge and experience requirements of § 61.65. If an applicant graduated from an FAA-approved pilot school within 60 days before application, § 61.71(a) requires the applicant to present an appropriate graduation certificate. Otherwise, the applicant must meet the requirements of § 61.65.

B. **Graduate of an Approved School with Examining Authority.** If an applicant graduated from an FAA-approved school with examining authority within 60 days before applying, § 61.71(a) requires the applicant to present an appropriate graduation certificate. Otherwise, the applicant must meet the requirements of § 61.65.

C. **Not a Graduate of an Approved School.** If an applicant is not a graduate of an FAA-approved school, establish the applicant’s flight experience in accordance with § 61.65. Official military pilot flight time records are acceptable toward meeting the requirements of § 61.65.

D. **English Language Requirements.** Early in the process of issuing an instrument rating, the ASI must determine whether the applicant can read, speak, write, and understand the English language. The current edition of Advisory Circular (AC) 60-28, English Language Skill Standards Required by 14 CFR Parts 61, 63, and 65, explains how to determine English language abilities required for an instrument rating.

1) If the applicant cannot read, speak, write, or understand the English language, then the evaluator may not issue the instrument rating unless the reason is because of a medical disability. If the applicant has such a medical disability (e.g., a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), an ASI may place an operating limitation on the person’s pilot certificate. The evaluator should refer the applicant to the local Flight Standards District Office (FSDO) for the issuance of the pilot certificate with a limitation. Contact information for the local FSDOs can be found at http://www.faa.gov/about/office_org/field_offices/fsdo/. The operating limitation may require
the person to be accompanied by another pilot who is qualified to act as a pilot in command (PIC) for the appropriate aircraft category, class, type (if class and type of aircraft is applicable), and operating privilege.

2) While there are no testing standards established to ascertain the applicant’s English language ability, the following examples may be used as guidelines to evaluate and test an applicant’s proficiency to determine whether the applicant can read, speak, write, and understand the English language:

a) An evaluator may ask the applicant to read a section of a technical manual. Once complete, the evaluator may ask the applicant to write and explain his or her interpretation of the reading. An appropriate technical manual in this sense means an Airplane Flight Manual (AFM), a maintenance manual, or any other publication appropriate for the certificate or desired rating.

b) An evaluator may ask the an applicant for an instrument rating to write, in English, the meaning of an ATC clearance, instruction, or weather report, and then ask the applicant to speak and explain the clearance, instruction, or weather report back to the evaluator in the English language.

3) The intent is not to require the applicant to read, speak, write, and understand the English language at college-level standards. A common-sense approach should be used in evaluating an applicant for this requirement (refer to § 61.65(a)(2)).

E. Logbook Endorsements.

1) In accordance with § 61.39(a)(6), the applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies that the applicant is prepared for the required practical test and has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test received.

2) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies that the applicant has received and logged 3 hours of instrument training within the 2 calendar-months preceding the date of the application in preparation for the practical test.

3) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who states that the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test.

4) The applicant must have logged training and received a logbook endorsement from an authorized instructor on the training required by § 61.65(c) that is appropriate for the instrument rating sought.

5) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies that the applicant is prepared to pass the practical test. In addition, the applicant must have a signed FAA Form 8710-1, Airman Certificate and/or Rating Application.
5-435 TYPES OF INSTRUMENT RATINGS.

A. Instrument Ratings and Associated Aircraft Ratings.

- Instrument—Airplane.
- Instrument—Helicopter.
- Instrument—Powered-lift.

B. Requirements. An Instrument—Airplane rating is issued to an applicant who qualifies for an instrument rating in an airplane. An Instrument—Helicopter rating is issued to an applicant who qualifies for an instrument rating in a helicopter. An Instrument—Powered-lift rating is issued to an applicant who qualifies for an instrument rating in a powered-lift. A person who already holds an instrument rating in one category of aircraft and is applying for an additional instrument rating in another category of aircraft need only obtain the appropriate aeronautical experience, training, and endorsements, and pass the appropriate practical test, but does not need to take an additional knowledge test.

5-436 INSTRUMENTS REQUIRED FOR INSTRUMENT PILOT AIRPLANE RATING PRACTICAL TEST. Although appropriate flight instruments are considered to be those outlined in 14 CFR part 91 for flight under instrument flight rules (IFR), an applicant may elect to satisfy a portion of the instrument practical test in an Airworthy aircraft that does not have all of the instruments required by part 91, § 91.205(d), such as a partial panel aircraft with only turn, slip, and airspeed indicators. However, the applicant will need an aircraft equipped, in accordance with § 91.205(d), to complete the remaining required tasks for instrument certification. While it may be extremely difficult for the applicant to satisfactorily complete any portion of the instrument practical test with the limited flight instruments characterized by the partial panel and while IFR flight plans cannot be filed, it is the applicant’s prerogative to attempt the test under these circumstances. Moreover, it must be emphasized to the applicant that performance standards will not be relaxed when an airplane is so equipped.

5-437 INSTRUMENT FLIGHT INSTRUCTION OR PRACTICAL TESTS INVOLVING SIMULATED INSTRUMENT FLIGHT. Section 91.109(c)(2) requires a third-person observer whenever the safety pilot determines that vision is inadequate. The rule requires that a competent observer who adequately supplements the safety pilot’s forward and side vision be in the aircraft during simulated instrument flight when the safety pilot does not have adequate vision forward and to each side of the aircraft. Evaluators should ensure that the subject of adequate vision, as it relates to instrument instruction, is discussed with flight instructors. It must be made clear that the most diligent and expert scanning by the instructor pilot is imperative, since the instructor pilot is normally the person aboard the aircraft best able to see and avoid other aircraft.

5-438 REQUIRED INSTRUMENT APPROACHES. Section 61.65(a)(8) requires an applicant for an instrument rating to pass a practical test on instrument flight procedures (IFP). The Instrument Rating ACS or PTS, as appropriate, requires the applicant to demonstrate the ability to perform the IFR operations required by § 61.65(c).
USE OF AIRCRAFT NOT APPROVED FOR IFR OPERATIONS UNDER ITS TYPE CERTIFICATE (TC) FOR INSTRUMENT TRAINING AND/OR AIRMAN CERTIFICATION TESTING. The following paragraphs are intended to clarify the use of an aircraft not approved for IFR operations under its TC for instrument flight training and/or airman certification testing.

A. IFR Training in Visual Meteorological Conditions (VMC). Instrument flight training may be conducted during VMC in any aircraft that meets the equipment requirements of §§ 91.109 and 91.205, and, for an airplane operated in controlled airspace under the IFR system, §§ 91.411 and 91.413. An aircraft may be operated on an IFR flight plan under IFR in VMC, provided the PIC is properly certificated to operate the aircraft under IFR. However, if the aircraft is not approved for IFR operations under its TC, or if the appropriate instruments and equipment are not installed or are not operative, operations in instrument meteorological conditions (IMC) are prohibited. The PIC of such an aircraft must cancel the IFR flight plan in use and avoid flight into IMC.

B. TC Data. Appropriate TC data will indicate whether the aircraft meets the requirements for IFR operations.

1) Section 91.9(a) prohibits aircraft operations without compliance with the operating limitations for that aircraft prescribed by the certificating authority.

2) Section 91.9(b) prohibits operation of a U.S.-registered aircraft requiring an AFM or Rotorcraft Flight Manual (RFM) unless it has on board a current and approved AFM or RFM or approved manual material, markings, and placards containing each operating limitation prescribed for that aircraft.

DISTANCE MEASURING EQUIPMENT (DME) ARC APPROACHES. DME arc transition flightpaths may be used during approach and departure procedures. While the technique of arc flying is uncomplicated, it may cause considerable concern if an instrument pilot’s first exposure to this type approach is encountered during actual IFR conditions. Therefore, the following should be considered:

A. Obstacle Clearance. In addition to difficulties that may be experienced when maintaining the prescribed arc, there is a general misunderstanding that obstacle clearance is provided throughout the entire sector containing the arc at the published arc altitude. For example, the published altitude along a prescribed arc may be 2,500 feet. This provides obstacle clearance of at least 1,000 feet for a 4-mile distance from either side of the center line of the prescribed course.

B. Departing the Arc. Pilots should be cautioned that obstacle clearance to the final approach fix (FAF) is not guaranteed if the aircraft departs the arc at other than the prescribed position, even if the published arc altitude is maintained.

C. Information Dissemination. Examiners should ensure that the subject of flying DME arcs is brought to the attention of examiners, pilot schools, flight instructors, instrument-rated pilots, and air taxi operators to provide an awareness of the need to become familiar with the use of this procedure.
5-441 USE OF MAKESHIFT AND NONAPPROVED INSTRUMENT APPROACH PROCEDURES (IAP) FOR TRAINING AND CERTIFICATION. There have been misinterpretations concerning the IAP and facilities required for the training and practical testing of instrument rating applicants. Specifically, the misunderstanding concerns whether nonapproved or makeshift approach procedures may be used in lieu of approved 14 CFR part 97 facilities and procedures during training and practical testing. An example of a makeshift procedure would be the substitution of a published approach for one VOR on a different VOR.

A. Regulatory Requirement. Section 61.65 provides that an applicant for the instrument practical test must have received instrument flight instruction and have been found competent in precision and nonprecision instrument approaches to published minimums. Section 61.65 states that the practical test must include IFPs selected by the evaluator conducting the test to determine the applicant’s ability to perform competently the IFR operations for which instruction is required by § 61.65. Since makeshift approaches are not a part of any system, the use of a makeshift approach would not meet the intent of the regulatory requirement and is not authorized.

B. Information Dissemination. Supervising ASIs should ensure that all evaluators, pilot schools, and instructor personnel are informed that the regulations do not permit the use of approach procedures other than those outlined in § 91.175(a) for the purpose of meeting the requirements of § 61.65.

5-442 PARTIAL PANEL SKILLS AND EARLY DETECTION OF INSTRUMENT FAILURE. Aircraft accidents have occurred during IFR operations in IMC when the failure or malfunction of certain instruments or equipment and the pilot’s lack of competency in instrument partial panel skills may have contributed to the pilot’s loss of control and the resulting accident.

A. Partial Panel Skills. Since many of the single- and twin-engine aircraft operated in IMC are not equipped with dual, independent, gyroscopic heading or attitude indicators, it is imperative that the pilot maintain proficiency in partial panel instrument skills. In addition, the pilot should have an adequate knowledge of the proper functioning of all gyroscopic instrumentation, pressure/vacuum systems, and associated electronic equipment to preclude operating in IMC with inoperative instruments or equipment.

B. Certification Standards. Current certification standards as outlined in the ACS or PTS, as appropriate, and pertinent rules of part 61 describe the level of instrument competency that should be achieved during pilot training and which must be demonstrated during certification testing.

C. ASI Responsibilities. Each ASI should take the necessary action to ensure the following:

1) The matter of partial panel skills is brought to the attention of all flight and ground instructors and Designated Pilot Examiners (DPE) within the FSDO’s jurisdiction;

2) Title 14 CFR part 141-approved instrument or instrument-related ground or flight school training course outlines (TCO) are reviewed and revised, as necessary, to ensure proper emphasis on the subject areas described herein;
3) ASIs should emphasize pilot competency in partial panel instrument skills during the training and testing of airmen in simulated emergency operations, particularly in aircraft that do not have redundant or dual, independently powered flight instrumentation systems;

4) ASIs should emphasize the early detection of malfunction or failure of either pressure/vacuum or electronic flight instruments or systems, particularly when the failure or malfunction would endanger the safety of the aircraft; and

5) Flight instructors and pilot examiners conducting IPCs under § 61.57 should ensure that the pilot performing the check demonstrates an accepted level of competency in partial panel skills.

5-443 REQUIREMENT TO DEMONSTRATE GPS APPROACH PROFICIENCY ON A PRACTICAL TEST. If the practical test is conducted in an aircraft, and that aircraft has an operable and installed GPS receiver, an examiner may require an applicant to demonstrate GPS approach proficiency. If the applicant has contracted for training in an approved training course that includes GPS training and a GPS receiver is installed in the aircraft, simulator, or FTD, as appropriate, and the aircraft, simulator, or FTD used for the practical test has the GPS receiver installed, an examiner may require an applicant to demonstrate GPS approach proficiency.

5-444 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of part 61 subpart B, FAA policies, and qualification as an ASI (Operations).

B. Coordination. This task may require coordination with the airworthiness unit and with the Airman Records section of the Airmen Certification Branch (AFS-760).

5-445 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):
   - Title 14 CFR Parts 1, 61, 91, 97, 141, and 187 Appendix A.
   - Instrument Rating ACS or PTS, as appropriate.
   - PTRS Procedures Manual (PPM), as appropriate.
   - Aeronautical Information Manual (AIM).

B. Forms:
   - FAA Form 8060-4, Temporary Airman Certificate (see Figure 5-44).
   - FAA Form 8060-5, Notice of Disapproval of Application (see Figure 5-46).
   - FAA Form 8710-1, Airman Certificate and/or Rating Application (see Figure 5-45).

C. Job Aids. Sample letters and figures.
5-446 PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents to the appointment:

1) FAA Form 8710-1 must be completed in ink or typed and signed by the applicant. FAA Form 8710-1 may also be completed and processed electronically on the Integrated Airmen Certification and Rating Application (IACRA) Web site at https://iacra.faa.gov/IACRA/Default.aspx.

   a) The applicant must complete sections I, II, III, IV, and V. Section I must have Parts A through O completed in their entirety. If a flight test is administered, section II A(1) must indicate the aircraft used during the flight test and the “Total time” in (2)a. (If tested in a simulator, this section can be omitted.) The aircraft listed must match the aircraft listed in the designated examiner’s report. Section IIC must be completed when the applicant graduated from an FAA-approved course. Ensure the applicant has given the school name and location (city and state). If the application is a § 61.75 applicant and is adding instrument U.S. TEST PASSED, section IID must also be completed if the application is based off the airman’s foreign license. In addition, the airman must have had his or her foreign license verified for validity prior to making application. The verification letter must be attached to the application. The applicant must ensure he or she completes section III, Record of Pilot Time. As a special emphasis item, the evaluator must review the applicant’s aeronautical experience on FAA Form 8710-1 and in the applicant’s logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate and/or rating sought. Section IV must be answered “Yes” or “No” if a certification test was administered. If “Yes,” ensure the airman’s Notice of Disapproval is included with the approved application. If the applicant has lost the Notice of Disapproval, attach a statement to that effect. Section V must be signed and dated by the applicant.

   b) In section III on FAA Form 8710-1, Record of Pilot Time, the applicant must list at least the aeronautical experience required for the Airman Certificate and rating sought. Graduates of part 141 pilot schools or 14 CFR part 142 training centers must provide their aeronautical experience in section III, even though the graduation certificate is evidence of having completed the course of training.

   c) If aeronautical experience has no bearing on the airman certification action being sought, it is not necessary for an applicant to complete section III. For example, flight instructor renewal applications, flight instructor reinstatement applications, ground instructor qualification applications, and pilot type rating applications would be examples for which aeronautical experience would not have a bearing on the airman certification action; thus, the applicant would not be required to complete section III of the application. However, all applicants are encouraged to complete section III because it remains on file with the FAA and can be used to substantiate past aeronautical experience in the case of a lost logbook.

2) An Airman Certificate.
3) At least a current third-class Airman Medical Certificate (FAA Form 8500-9, Medical Certificate ___ Class) and Statement of Demonstrated Ability (SODA), if applicable.

4) An Airman Knowledge Test Report (AKTR).

5) A school graduation certificate (if required by § 61.71).

6) Personal logbooks or other records substantiating the flight experience shown on the application form.

7) An acceptable form of photo identification.

8) The aircraft maintenance records.

9) The aircraft airworthiness certificate.

10) The aircraft registration.

11) A view-limiting device.

12) The AFM.

13) The Federal Communications Commission (FCC) aircraft station license documents, if applicable.

B. Applicant Arrives for Appointment.

1) Collect the documents listed above.

2) Open PTRS file, as appropriate.

C. Review Application.

1) In section I, ensure that the applicant has checked the box labeled “Instrument.”

2) Check the application for accuracy, using the instructions on the form attachment.

3) Check to make sure the flight instructor has signed the reverse side of the application no more than 60 days before the application.

4) The FAA Form 8710-1 application must be completed in ink or typed and signed by the applicant. Per § 61.39(a)(7), the applicant must complete section III, Record of Pilot Time, on the FAA Form 8710-1 application. As a special emphasis item, the evaluator must review the applicant’s aeronautical experience recorded on FAA Form 8710-1 and in the applicant’s logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate and/or rating sought.
D. **Verify Applicant’s Identity.** Inspect acceptable forms of identification to establish the applicant’s identity (see Volume 5, Chapter 1, Section 3). Compare the identification with the personal information provided on FAA Form 8710-1.

1) If the applicant’s identity can be verified, proceed with issuing the certificate.

2) If the applicant’s identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Instruct the applicant to return with appropriate identification to reapply.

3) If the applicant’s identity appears to be different from the information supplied on FAA Form 8710-1 or it appears that an attempt at falsification has been made, do not continue this task (see Volume 7, Chapter 6).

E. **Establish Eligibility.**

1) Determine if the applicant meets the specific eligibility, knowledge, and experience requirements for an instrument rating certification (refer to § 61.65).

   a) If the applicant cannot read, speak, write, or understand English, then the certification process should be terminated, unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person’s certificate. A medical disability of this kind may require an operating limitation be placed on the person’s pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.

   b) Verify that the applicant for an instrument rating holds either a Private or a Commercial Pilot Certificate with an aircraft rating appropriate to the instrument rating sought or an ATP Certificate limited to VFR.

   c) If the applicant is not a graduate of an approved school, have the applicant establish flight experience in accordance with § 61.65 in an acceptable logbook or other reliable record that conforms to § 61.51 requirements.

   d) Except for part 141 graduates (refer to § 61.71(a)), check the record of flight time in section III of the application to determine if the applicant has at least the minimum flight experience required for the rating sought (refer to § 61.65).
e) Verify that the applicant’s instrument instruction hours received in a full flight simulator (FFS) or FTD do not exceed the creditable hours permitted by the regulations (if acceptable as instrument time under § 61.65). Check that the hours of FTD time (if acceptable as instrument time under § 61.65) has been logged specifically as FTD instruction received.

f) Verify that the flight simulation training device (FSTD) time is certified by an authorized instructor. Credit all allowed FSTD time toward total pilot time.

g) If an Aviation Training Device (ATD) has been used for the training for an instrument rating, only the maximum creditable time can be used. The time must be certified by an authorized instructor. The ATD must be approved and qualified in accordance with the current edition of AC 61-136, FAA Approval of Aviation Training Devices and Their Use for Training and Experience.

h) Inspect the applicant’s medical certificate to make sure it is at least a current third-class medical certificate and it does not bear any limitation making a special medical flight test necessary for the issuance of the instrument rating. (If a special medical flight test is necessary, see Volume 5, Chapter 8.)

i) If the applicant holds an instrument rating and is applying for an additional instrument rating in another category of aircraft, check to see if the applicant meets the experience requirements of § 61.65.

j) If the applicant has checked the “Yes” box of section IV on FAA Form 8710-1, verify that the applicant meets the requirements of § 61.49. If the applicant has failed the instrument rating practical test, make sure the applicant’s FAA Form 8710-1 has been re-signed by that applicant’s instructor and make sure the applicant has received additional training from that instructor before conducting the retest.

k) Determine if the applicant graduated from an FAA-approved commercial/instrument pilot certification course or instrument rating test course within the preceding 60 days. If so, have the applicant present the appropriate graduation certificate required by § 61.71. Otherwise, the applicant must meet the requirements of § 61.65.

l) Request and examine one of the following documents as acceptable evidence of having passed the knowledge test:

- An AKTR;
- A test report from a knowledge test examining facility; or
- A test report from an authorized computerized knowledge test facility.

2) Check the reverse side of the FAA Form 8710-1 for the instructor’s signature in the Instructor’s Recommendation section. Verify that the applicant has received instrument instruction in the last 2 calendar-months from a certificated instrument flight instructor.
3) The evaluator conducting the practical test, or an airworthiness ASI, should review the applicant’s aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is Airworthy and suitable for this practical test. After review, return the documents to the applicant.

   a) The applicant will review the aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration for the purpose of demonstrating aeronautical knowledge about how to determine whether an aircraft is Airworthy and suitable for flight.

   b) An aircraft provided for an instrument rating practical test must have engine power controls and flight controls that are easily reached and operable in a conventional manner by both pilots. A throw-over yoke is not acceptable for the practical test.

F. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

G. Conduct Practical Test. After determining that the applicant is eligible and meets all prerequisites for the instrument rating, conduct the practical test.

   1) Use the procedures and maneuvers outlined in the Instrument Rating PTS or ACS, as appropriate, for the appropriate category and class of aircraft.

   2) An applicant for retesting typically receives credit for those pilot operations successfully completed on the previous practical examination(s). However, an evaluator will reexamine the applicant on all pilot operations required for a pilot certificate or rating after more than 60 days have elapsed, or when the evaluator has reason to doubt the applicant’s competency in any areas for which credit has previously been given.

   3) If the practical test is not completed for reasons other than proficiency (knowledge and/or skill), issue the applicant a letter of discontinuance (see Figure 5-43, Letter of Discontinuance). Return the application and any submitted documents to the applicant.

   4) Close PTRS, as appropriate.

H. Unsatisfactory Performance. If an applicant’s practical test performance is not satisfactory, terminate the practical test and inform the applicant of the reasons.

   1) Prepare FAA Form 8060-5 in accordance with the guidance in Volume 5, Chapter 1, Section 6 (see Figure 5-46, Sample FAA Form 8060-5, Notice of Disapproval of Application, Instrument Rating).
2) Indicate on the FAA Form 8060-5 the following:

- When conducting an ATP practical test, mark the “ORAL” or “FLIGHT” box, as appropriate to the test found to be unsatisfactory;
- When conducting a practical test for other than ATP, mark the “PRACTICAL” box;
- All required AOOs and tasks on which the applicant was evaluated as unsatisfactory;
- Operations not performed during the practical test; and
- Number of practical test failures by the applicant for this certificate or rating, listed in any available space on the form. (See Figure 5-46.)

3) The evaluator must date and sign the FAA Form 8060-5. The ASI must enter the district office routing symbol.

4) Evaluators will sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the certification file.

5) Retain the FAA Form 8710-1 and return all other submitted documents to the applicant.

6) As appropriate, sign an entry in the applicant’s records after the practical test. That entry must show the type of test, the duration of the flight portion, the unsatisfactory outcome of the test, and the evaluator’s designation number.

I. Satisfactory Performance. Issue FAA Form 8060-4, including all of the applicant’s previous ratings and the appropriate instrument rating to the applicant.

1) Prepare the certificate in duplicate per Volume 5, Chapter 1, Section 5 (see Figure 5-44, Sample FAA Form 8060-4, Temporary Airman Certificate, Instrument Rating).

2) Indicate the appropriate instrument rating on the certificate:

- “INSTRUMENT—HELICOPTER” for applicants who have met the requirements in a helicopter;
- “INSTRUMENT—AIRPLANE” for applicants who have met the requirements in an airplane; or
- “INSTRUMENT—POWERED-LIFT” for applicants who have met the requirements in a powered-lift.

3) Enter any appropriate limitation(s) if the applicant holds an airplane multiengine class rating (land or sea) and completes the practical test in a single-engine airplane or in a multiengine airplane limited to center thrust. If an instrument rating is added to a certificate using a single-engine airplane, and the applicant has a multiengine rating (land or sea), enter a VFR limitation for those multiengine privileges.
4) If the pilot certificate is issued in a foreign country, refer to § 61.13(a) and part 187 appendix A.

5) Complete the appropriate certification section and sign the reverse side of FAA Form 8710-1.

6) As appropriate, mail the completed certification file to the managing FSDO no later than 7 calendar-days after the completion of the test. Forward the completed file to AFS-760.

7) Return all submitted documents not forwarded to AFS-760 to the applicant.

8) As appropriate, sign an entry in the applicant’s records after the practical test. That entry must show the type of test, the duration of the flight portion, the successful outcome of the test, and the evaluator’s designation number.

J. PTRS. Complete the PTRS in accordance with the PPM, as appropriate.

5-447 TASK OUTCOMES. Completion of this task results in the issuance of one of the following:

- Temporary Airman Certificate,
- Notice of Disapproval of Application, or
- Letter of Discontinuance.

5-448 FUTURE ACTIVITIES:

- Pilots may return for another grade of Airman Certificate.
- Pilots may return for an additional category or class rating.
Figure 5-43. Letter of Discontinuance

FAA Letterhead

[date]

[applicant’s name and address]

Dear [applicant’s name]:

On this date, you successfully completed the ground portion of the practical test for a [indicate grade] certificate with an [indicate category] and [indicate class] class rating. The practical test was discontinued because of [indicate reason].

If application is made by [indicate date 60 days from date of letter], this letter may be used to show the following portions of the practical test which have been completed satisfactorily.

[Indicate Areas of Operation (AOO) completed on the test.]

After [indicate expiration date], you must repeat the entire practical test. This letter does not extend the expiration date as shown on the knowledge test results, your graduation certificate, medical certificate, or required endorsements.

Sincerely,

[signature of inspector or examiner conducting practical certification test of examiner candidate]
Figure 5-44. Sample FAA Form 8060-4, Temporary Airman Certificate, Instrument Rating

![Sample FAA Form 8060-4, Temporary Airman Certificate, Instrument Rating](image-url)
Figure 5-45. Sample FAA Form 8710-1, Airman Certificate and/or Rating Application

Airman Certificate and/or Rating Application

I. APPLICATION INFORMATION (Mark X in all the blocks applicable to the certificate or rating for which you are applying).

A. Name (Last, First, Middle)  
   Buford, Ronald Rudyard

B. SSN: U.S. Only  
   8900.1

C. Date of Birth  
   6/1980

D. Place of Birth  
   Osbuck, WI

E1. Residential Address (including City, State, Zip Code, and Country)  
   7315 Red Greenway, Indianapolis, WI 37837

E2. Mailing Address (This address will be printed on the permanent airmen certificate or rating card issued under Part 61)  

F. Citizenship / Nationality
   USA
   Other

G. Do you read, speak, write, and understand the English language?  
   Yes  
   No

H1. Height (in feet)  
   74

H2. Weight (pounds)  
   160

I. Hair Color  
   Brown

J. Eye Color  
   Blue

K. Sex  
   Male

L. Military Status  
   Yes  
   No

M1. Grade of Certificate
   Private Pilot

M2. Certificate Number  
   1234567

M3. Date Issued  
   04/02/2016

M4. Date Issued  
   03/25/2016

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF:

A. Completion of Test or Activity
   1. Aircraft to be used (Eight digits required)
   2. Total time in this aircraft and/or approved FFS or FTO (hours)
   3. Flight Time (hours)
   4. As Pilot-In-Command

B. U.S. Military Service
   1. U.S. Military Service (Yes)  
   2. Data Rated in U.S. Military
   3. Rank or Grade

C. U.S. Citizenship
   1. U.S. Citizenship (Yes)
   2. Data Rated in U.S. Citizenship

D. Graduation from an Approved Course
   1. Training Agency or Training Center
   2. Location (City and State)
   3. Certification Number
   4. Private Pilot Instrument Airplane Course Date

E. Holder of Foreign License
   1. Country that issued the Foreign Pilot License
   2. Grade of Foreign Pilot License
   3. Foreign Pilot License Number

F. Ratings Held on Foreign Pilot License (FAA requirement only - e.g. JPN, AUS, UK, etc.)

III. RECORD OF PILOT TIME (Do not write in the shaded areas)

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Hours</th>
<th>(x)</th>
<th>(\times)</th>
<th>(\times)</th>
<th>(\times)</th>
<th>(\times)</th>
<th>(\times)</th>
<th>(\times)</th>
<th>(\times)</th>
<th>(\times)</th>
<th>(\times)</th>
<th>(\times)</th>
<th>(\times)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airplanes</td>
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<td>40</td>
<td>10</td>
<td>20</td>
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<td>10</td>
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<td>10</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>Powered Lift</td>
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<td>20</td>
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<td>10</td>
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<td>10</td>
</tr>
<tr>
<td>Gliders</td>
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<td>10</td>
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<td>10</td>
</tr>
<tr>
<td>Lighter Than Air</td>
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<td>20</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IV. Applicant's Certification

A. I certify that all statements and answers provided on this application are correct and true to the best of my knowledge and that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

B. I certify that I have been examined by a suitable medical authority and am in good health to serve as a pilot.

C. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

D. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

E. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

F. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

G. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

H. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

I. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

J. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

K. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

L. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

M. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

N. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

O. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

P. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

Q. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

R. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

S. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

T. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

U. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

V. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

W. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

X. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

Y. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

Z. I certify that I have not been convicted of any felony or any other offense which would disqualify me from being a pilot.

Applicant's Signature: Ronald Rudyard  
Date: 06/12/2016

FAA Form 8710-1 (04-86) Supersedes Precise Edition

Check with FSIMS to verify current version before using.
Figure 5-45. Sample FAA Form 8710-1, Airman Certificate and/or Rating Application (Continued)

<table>
<thead>
<tr>
<th>Date</th>
<th>Certified Flight Instructor's Signature (Last Name and Sig)</th>
<th>Certificate Number</th>
<th>Certificates Expire</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/12/2016</td>
<td>John Smith</td>
<td>95432/1CFI</td>
<td>01/31/2017</td>
</tr>
</tbody>
</table>

**Air Agency's Recommendation**

The applicant has successfully completed our course, and is recommended for certificate or rating without further practical test.

Date

**Designated Examiner or Airman Certification Representative Report**

- [ ] Accepted - Student Pilot Application
- [ ] Approved - Temporary Certificate Issued (Original Attached)
- [ ] Disapproved - Disqualified Notice Issued (Original Attached)

- [ ] I have personally reviewed this application's pilot logbook and training record, and I certify that the individual meets the applicable requirements of 14 CFR Part 61 for the certificate or rating sought.
- [ ] I have personally reviewed this applicant's graduation certificate and found it to be appropriate and in order, and have returned the certificate (Original ATP/CP graduation certificate must be attached).
- [ ] I have personally tested and verified this applicant in accordance with pertinent procedures and standards with the result indicated below.
- [ ] I have personally delivered the written notification under the Pilot's Bill of Rights to the applicant.

**Location of Test (Name of Airport, City, State)**

Wingover Airport, Indianapolis, IN

**Type(s) of Aircraft Used**

Type of Aircraft: PA28R

**Certificate or Rating Being Applied For**

- [ ] Ground/Oral
- [ ] Flight

**Date**

05/12/2015

**Boo Rawlings**

**Duration of Test**

1.0 Ground/Oral

**Date**

05/13/2015

**Evaluation's Record**

- [ ] Approved - Temporary Certificate Issued (Original Attached)
- [ ] Disapproved - Disqualified Notice Issued (Original Attached)

- [ ] I have personally reviewed this applicant's graduation certificate and found it to be appropriate and in order, and have returned the certificate (Original ATP/CP graduation certificate must be attached).
- [ ] I have personally tested and verified this applicant in accordance with pertinent procedures and standards with the result indicated below.
- [ ] I have personally delivered the written notification under the Pilot's Bill of Rights to the applicant.

**Location of Test (Name of Airport, City, State)**

Wingover Airport, Indianapolis, IN

**Type(s) of Aircraft Used**

Type of Aircraft: PA28R

**Certificate or Rating Being Applied For**

- [ ] Ground/Oral
- [ ] Flight

**Date**

05/12/2015

**Boo Rawlings**

**Evaluation's Record**

- [ ] Approved - Temporary Certificate Issued (Original Attached)
- [ ] Disapproved - Disqualified Notice Issued (Original Attached)

- [ ] I have personally reviewed this applicant's graduation certificate and found it to be appropriate and in order, and have returned the certificate (Original ATP/CP graduation certificate must be attached).
- [ ] I have personally tested and verified this applicant in accordance with pertinent procedures and standards with the result indicated below.
- [ ] I have personally delivered the written notification under the Pilot's Bill of Rights to the applicant.

**Location of Test (Name of Airport, City, State)**

Wingover Airport, Indianapolis, IN

**Type(s) of Aircraft Used**

Type of Aircraft: PA28R

**Certificate or Rating Being Applied For**

- [ ] Ground/Oral
- [ ] Flight
Figure 5-46. Sample FAA Form 8060-5, Notice of Disapproval of Application, Instrument Rating

RESERVED. Paragraphs 5-449 through 5-465.