

**VOLUME 5 AIRMAN CERTIFICATION****CHAPTER 2 TITLE 14 CFR PART 61 CERTIFICATION OF PILOTS AND FLIGHT INSTRUCTORS****Section 13 Issue a Gold Seal Flight Instructor Certificate**

**5-566 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE.** 1528 (as appropriate, for renewal, reinstatement, or added rating, or upon application).

**5-567 OBJECTIVE.** This task determines if an applicant is eligible for a Gold Seal Flight Instructor Certificate. Successful completion of this task results in the issuance of a Temporary Airman Certificate for a gold seal flight instructor or the denial of a Gold Seal Flight Instructor Certificate.

**5-568 GENERAL.**

**A. Purpose of Gold Seal Flight Instructor Certificate.** Flight Instructor Certificates with distinctive gold seals are issued to instructors who currently meet certain qualifications. These certificates are intended to identify those instructors who have high personal qualifications and good records as active flight instructors. The Federal Aviation Administration (FAA) hopes to issue as many gold seal certificates as possible to provide an incentive for flight instructors to improve their qualifications.

**B. Renewal and Eligibility.** The holder of a Gold Seal Flight Instructor Certificate who applies for renewal does not need to reestablish his or her eligibility for a gold seal.

**C. Issuance.** If the applicant meets the criteria stated in subparagraph 5-571E3), the aviation safety inspector (ASI) may add a gold seal to the instructor's certificate upon renewal or reinstatement, when adding an additional rating, or upon initial application.

**5-569 PREREQUISITES AND COORDINATION REQUIREMENTS.**

**A. Prerequisites:**

- Knowledge of the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 61 and FAA policies, and
- Qualification as an ASI (Operations) or aviation safety technician (AST).

**B. Coordination.** This task requires coordination with the:

- Airworthiness unit,
- Airmen records section of the Airmen Certification Branch (AFS-760),
- Enforcement Information System (EIS), and
- Accident Incident Data System (AIDS).

**5-570 REFERENCES, FORMS, AND JOB AIDS.****A. References (current editions):**

- Title 14 CFR parts 1, 61, and 91;
- PTRS Field Office Manual; and
- Advisory circular (AC) 61-65, Certification: Pilots and Flight and Ground Instructors.

**B. Forms:**

- FAA Form 8060-4, Temporary Airman Certificate (Figure 5-61); and
- FAA Form 8710-1, Airman Certificate and/or Rating Application (Figure 5-60).

**C. Job Aids.** Job Task Analysis (JTA) O3.1.54.**5-571 PROCEDURES.**

**A. Schedule an Appointment.** An ASI or AST must inform the applicant to bring the following documents to the appointment:

- Flight Instructor Certificate;
- Ground Instructor Certificate;
- Commercial Pilot Certificate with an instrument rating or an Airline Transport Pilot Certificate (ATPC) (unrestricted or restricted); and
- Reliable record of flight instruction.

**B. Applicant Arrives for the Appointment.**

- 1) Collect the documents listed above.
- 2) Open the PTRS file.

**C. Review FAA Form 8710-1.**

1) In section I, Application Information, ensure that the applicant has checked the box for “Flight Instructor” and indicated “Initial,” “Renewal,” or “Amendment,” as appropriate. The applicant should also have checked the box labeled “Other” and inserted the words “Gold Seal” in the space next to it.

2) Check the application for accuracy, using the instructions on the form attachment. The applicant is not to complete section II.

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

no bearing on the airman certification action being sought, then it is not necessary for an applicant to complete section III. For example, with flight instructor renewal applications, flight instructor reinstatement applications, ground instructor qualification applications, pilot type rating applications, and utilization of a Bilateral Aviation Safety Agreement, aeronautical experience does not have a bearing on the airman certification action, and thus the applicant would not be required to complete section III. However, all applicants are encouraged to complete section III because the application remains on file with the FAA and can be used to substantiate past aeronautical experience if a person were to ever lose his or her logbook.

**D. Verify the Applicant's Identity.** Inspect acceptable forms of identification to verify 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 ASI or AST can verify the applicant's identity, continue the issuing process.
- 2) If the ASI or AST cannot verify the applicant's identity because of a lack of or inadequate identification, explain what types of identification are acceptable. Advise 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 if it appears that an attempt at falsification has been made, do not issue FAA Form 8060-4. (See Volume 7, Chapter 6.)

**E. Required Criteria.** Inspect the applicant's certificates and record of flight instruction to determine if the applicant meets the following criteria at the time of application:

- 1) Holds a Flight Instructor Certificate and, at least, a Commercial Pilot Certificate with an instrument rating or an ATP Certificate (unrestricted or restricted) with instrument privileges. Glider flight instructors need not hold an instrument rating;
- 2) Holds a Ground Instructor Certificate with an advanced or instrument ground instructor rating; and
- 3) Within the past 24 months has accomplished one of the following:
  - Trained and recommended at least 10 applicants for certificates or ratings, and at least 80 percent of these applicants must have passed the flight test on their first attempt;
  - Conducted at least 20 practical tests as a Designated Pilot Examiner (DPE) or 20 graduation tests as chief flight instructor for an approved pilot school course; or
  - A combination of the above two (two practical tests equal one trained and recommended applicant).

**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 why he or she is ineligible and explain how the applicant may correct the discrepancies.

**G. Applicant Meets Requirements.** If an applicant meets all of the requirements for a Gold Seal Flight Instructor Certificate, the ASI or AST should issue FAA Form 8060-4 with the appropriate flight instructor ratings.

- 1) Prepare the certificate in duplicate, as per Volume 5, Chapter 1, Section 5.
- 2) Enter the words “Gold Seal” as shown in Figure 5-61.
- 3) Number the certificate with the same certificate number that appears on the applicant’s superseded Flight Instructor Certificate.
- 4) Complete the ASI/AST certification section. Sign the reverse side of FAA Form 8710-1.
- 5) Forward the completed file to AFS-760.

**H. Complete the PTRS.** Complete the PTRS in accordance with the PTRS Field Office Manual.

**5-572 TASK OUTCOMES.** Completion of this task results in either the:

- Issuance of a Temporary Airman Certificate for a gold seal flight instructor, or
- Denial of issuance of a Gold Seal Flight Instructor Certificate.

NOTE: If the ASI or AST denies the applicant a Gold Seal Flight Instructor Certificate, record the action in the PTRS.

**5-573 FUTURE ACTIVITIES.**

- Renewal of Flight Instructor Certificate.
- Reinstatement of Flight Instructor Certificate.
- Added rating to Flight Instructor Certificate.

**Figure 5-60. Sample FAA Form 8710-1, Airman Certificate and/or Rating Application—Gold Seal Certificate**

Form approved OMB No: 2120-0021  
02/28/2014

U.S. Department of Transportation  
Federal Aviation Administration

### Airman Certificate and/or Rating Application

**I. APPLICATION INFORMATION (Mark 'X' in all appropriate blocks):**

Class Rating:  ASEL  ASES  AMEL  AMES  Helicopter  Gyroplane  Powered-Lift  Balloon  Airship  Glider  Added Rating

Instrument Rating:  Instrument-Airplane  Instrument-Helicopter  Instrument-Powered-lift  Pilot Type Rating or Experimental Rating: \_\_\_\_\_

Flight Instructor:  Flight Instructor  Initial  Renewal  Reinstatement  Ground Instructor:  Basic  Instrument  Advanced

Other:  Flight Review  Instrument Proficiency Check  Medical Flight Test  Reexamination  Reissuance  Flight Instructor Gold Seal (Specify)

A. Name (Last, First, Middle) **Buford, Ronald Rudyard** B. SSN (US Only) **Do Not Use** C. Date of Birth (MM/DD/YYYY) **02/14/1983** D. Place of Birth (City and State) or (City and Country) **Pittsburgh, PA**

E1. Permanent Residential Address (including City, State, Zip Code and Country) **7375 Red Greenway, Richmond, VA 23250** E2. Preferred Mailing Address (if different than permanent address) \_\_\_\_\_

F. Citizenship / Nationality  USA  Other (Specify) \_\_\_\_\_

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

H. Height (inches) **74** I. Weight (pounds) **190** J. Hair **Blond** K. Eyes **Blue** L. Sex  Male  Female

M. Do you now hold, or have you ever held an FAA certificate  Yes  No M1. Grade of Certificate **Commercial** M2. Certificate Number **1234567** M3. Date Issued **08/05/1995**

N. Do you hold an FAA Medical Certificate  Yes  No N1. Class of Medical Certificate **Second Class** N2. Date Issued **04/19/2013** N3. Name of Medical Examiner **John Smith, MD**

O. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Do not include alcohol offenses involving motor vehicle mode of transportation as those offenses are covered on the FAA Form 8500-8, Airman Medical Application Form.  Yes  No O1. Date of Final Conviction \_\_\_\_\_

**II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF:**

A. Completion of Required Test 1. Aircraft to be used (if flight test required) \_\_\_\_\_ 2a. Total time in this aircraft and/or any approved FFS or FTD \_\_\_\_\_ hours 2b. Pilot in command (PIC) \_\_\_\_\_ hours

B. U.S. Military Competence or Experience 1. U.S. Military Service \_\_\_\_\_ 2. Date Rated in U.S. Military \_\_\_\_\_ 3. Rank or Grade \_\_\_\_\_

4a. Logged pilot time or provided flight instruction (IP) in the following military aircraft. (List aircraft make and model) \_\_\_\_\_ 4b. Passed an Instrument Proficiency Check in the U.S. Military (Pilot or CFI) \_\_\_\_\_

C. Graduate of an Approved Course 1a. Name and Location (City and State) of Training Agency or Training Center \_\_\_\_\_ 1b. Certification Number \_\_\_\_\_

2. Curriculum From Which Graduated (Level, Category, and Class and/or Type Rating) \_\_\_\_\_ 3. Date (MM/DD/YYYY) \_\_\_\_\_

D. Holder of Foreign License Issued By 1. Country that Issued the Foreign Pilot License \_\_\_\_\_ 2. Grade of Foreign Pilot License \_\_\_\_\_ 3. Foreign Pilot License Number \_\_\_\_\_

4. Ratings Held on Foreign Pilot License (FAA equivalent only -- e.g. ASEL, AMEL, Type rating, etc.) \_\_\_\_\_

E. Air Carrier's Training Program 1. Name of Air Carrier \_\_\_\_\_ 2. Start of Program (MM/DD/YYYY) \_\_\_\_\_ 3. Accomplished Training Program  Initial  Upgrade  Transition  Recurrent

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

	Total	Instruction Received	Solo	PIC and SIC	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC/SIC	Instrument	Night Instruction Received	Night Take-Off/Landings	Night PIC/SIC	Night Take-Off/Landing PIC/SIC	Number of Flights	Number of Awe-Tons	Number of Ground Launches	Number of Powered Launches
Airplanes				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Class																
Rotorcraft				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Powered Lift				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Glider																
Lighter-Than-Air																
FFS																
FTD																
ATD																

IV. Have you previously failed the practical test for the certificate or rating that you are applying?  Yes  No If Yes, enter date of last disapproval \_\_\_\_\_

**V. APPLICANT'S CERTIFICATION:** I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Statement and Pilot Bill of Rights Written Notification of Investigation that accompanies this form.

Signature of Applicant Ronald Rudyard Buford Date (MM/DD/YYYY) **09/01/2013**

FAA Form 8710-1 (06-13) Supersedes Previous Edition NSN: 0052-00-682-5007



**Figure 5-61. Sample FAA Form 8060-4, Temporary Airman Certificate—Gold Seal Certificate**

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION ii. <b>TEMPORARY AIRMAN CERTIFICATE</b>						III. CERTIFICATE NO. 5124435CFI	
Gloria Ann Majors AIRMAN'S SIGNATURE		THIS CERTIFIES THAT		IV. GLORIA ANN MAJORS 1508 WILLIAMS LANE v. PRESCOTT, CA 95127			
		DATE OF BIRTH 01-08-74	HEIGHT 65 IN.	WEIGHT 130	HAIR BLACK	EYES BROWN	SEX F
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of <p style="text-align: center;"><b>FLIGHT INSTRUCTOR</b></p>							
RATING AND LIMITATIONS XII. AIRPLANE SINGLE ENGINE INSTRUMENT AIRPLANE  VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NUMBER 005124435; EXPIRES 03-31-2008							
XIII. THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE <p style="text-align: center;"><b>GOLD SEAL</b></p>				DATE OF SUPERSEDED AIRMAN CERTIFICATE <p style="text-align: center;">03-13-2004</p>			
X. DATE OF ISSUANCE <p style="text-align: center;">03-30-2006</p>		X. SIGNATURE OF EXAMINER OR INSPECTOR <p style="text-align: center;"><i>James E. Smith</i>                  JAMES E. SMITH, WP03</p>		BY DIRECTION OF THE ADMINISTRATOR		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. <p style="text-align: center;">001234567</p>	
				DATE DESIGNATION EXPIRES <p style="text-align: center;">--</p>			

**RESERVED.** Paragraphs 5-574 through 5-590.