

VOLUME 5 AIRMAN CERTIFICATION**CHAPTER 12 TITLE 14 CFR PART 141 PILOT SCHOOL****Section 1 Conduct a Chief/Assistant Chief Instructor Practical Test for 14 CFR Part 141 Pilot School****5-1761 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE. 1648.**

5-1762 OBJECTIVE. Completion of this task determines whether an applicant for a chief instructor position for a Title 14 of the Code of Federal Regulations (14 CFR) part 141 pilot school meets the requirements for that position.

5-1763 GENERAL.

A. Chief Instructor. A Federal Aviation Administration (FAA)-approved pilot school and provisional school must designate a chief instructor for each course of training. That chief instructor must meet the appropriate requirements prescribed under part 141, § 141.35. A chief instructor may serve as a chief instructor or as an assistant chief instructor for more than one approved course but does not have authorization to serve as either a chief instructor or an assistant chief instructor at another pilot school or provisional school. A person who serves as either chief instructor at a pilot school or provisional school may not serve as an Airman Certification Representative (ACR) in that pilot school. The reason that a chief instructor may not serve as an ACR in the same school is because such service could be construed as a conflict of interest, and additionally the ACR must always be in a position that is superior to the chief instructor position.

B. Assistant Chief Instructor. Each FAA-approved school may designate one or more assistant chief instructors for a course or courses of training. The assistant chief instructor must meet the requirements of § 141.36 in order to act for the chief instructor in the chief instructor's absence.

C. Standardization of Assistant Chief Instructors. For the purposes of this task, if a school proposes an assistant chief instructor, this task must be accomplished in the same manner as for the chief instructor.

D. Check Instructors. A school may designate a person to be a check instructor for conducting student stage checks, end-of-course tests, and instructor proficiency checks in accordance with § 141.37.

5-1764 INITIATION.

A. Chief Instructor and/or Assistant Chief Instructor Designation. A pilot school designates a chief instructor or assistant chief instructor when the school applies for, and is approved for, certification in a particular course of training (see Volume 2, Chapter 9, Section 1, Initial Certification or Renewal of a Part 141 Pilot School). The applying pilot school designates by name the chief instructor (and may also designate an assistant chief instructor) in the training

course outline (TCO) for each course. Pilot schools may also request approval of a replacement when the chief instructor for a particular course leaves that school's employment, moves to another position, or otherwise causes the position to be vacant.

B. Approval as Part of TCO Evaluation. The letter of intent (LOI) used to apply for initial certification of an FAA-approved pilot school must describe the name and qualifications of each intended chief instructor or assistant chief instructor for every course of instruction (see Volume 3, Chapter 53, Section 2, Approve Training Course Outlines for a Part 141 Pilot School).

C. Examination of the Candidate. An appropriately qualified aviation safety inspector (ASI) (or the certification team during initial certification) evaluates the chief instructor candidate's background and qualifications and conducts the practical test.

1) A chief instructor must meet the appropriate experience requirements outlined in § 141.35. An assistant chief instructor must meet the appropriate experience requirements outlined in § 141.36.

2) Sections 141.35 and 141.36 require every chief instructor or assistant chief instructor to pass both parts of the knowledge and skill test for each course he or she is designated as chief instructor or assistant chief instructor.

3) For the practical test, the ASI reviews the appropriate regulations, practical test standards (PTS), TCOs, and safety procedures of the school in order to give a comprehensive test. For additional guidance on conducting the practical test, consult 14 CFR part 61 and Volume 5, Chapter 2, Title 14 CFR Part 61 Certification of Pilots and Flight Instructors.

4) The knowledge portion of the practical test must include at least the following:

- The teaching methods and applicable provisions of the Airman's Information Manual (AIM);
- Title 14 CFR parts 61, 91, and 141;
- A discussion of the course of training for which the instructor seeks approval, including training standards, objectives, and completion standards; and
- The use and understanding of all training aids.

5) The practical portion of the examination will consist of the applicant's knowledge, skills, and abilities on teaching, testing, and evaluating area of operations/tasks for the course of training/pilot certificate level/rating in which the applicant will serve as a chief instructor. For example, if the applicant is applying for a chief instructor position in the school's Private Pilot-Airplane Single-Engine Land (ASEL) course, then the applicant must be tested on teaching, testing, and evaluating area of operations/tasks for the Private Pilot-ASEL rating. The standards and objectives must be appropriate to the certificates and ratings held by the applicant.

5-1765 EXAMINATION RESULTS.

A. Approval of the Candidate. When the candidate successfully completes the practical test and meets all other requirements, approve the appropriate TCO with respect to the applicant's acceptance as chief instructor.

B. Disapproval of the Candidate. If the ASI determines that the chief instructor applicant's performance does not meet the minimum standards appropriate to the certificate held, he or she may not approve the TCO until the designation of an acceptable chief instructor. Failure of a practical test by an assistant chief instructor is not grounds for disapproval of the TCO. However, the TCO cannot include the assistant chief instructor's name until that assistant chief instructor has passed the practical test.

C. Retesting. The applicant who has failed the chief instructor practical test may apply for a retest. If the applicant accomplishes the retest within 60 days, he or she only needs to repeat the portion of the test that was unsatisfactory. If reexamination is delayed beyond 60 days, the applicant must satisfactorily accomplish the entire test.

5-1766 CHIEF INSTRUCTOR RESPONSIBILITIES.

A. Responsibilities. Part 141 outlines specific responsibilities for a chief instructor. The need for the chief instructor to fulfill these responsibilities completely and accurately cannot be overstressed. These responsibilities include the following points:

- 1) The chief instructor must properly certify the training records, graduation certificates, and stage and final test reports of airman candidates considered eligible for a certificate or rating.
- 2) When giving a stage or final test, the chief instructor should make "student recommendations," as discussed in § 141.85, that are complete and definitive with respect to any additional training needed.
- 3) The chief instructor is responsible for conducting the stage checks and final tests for the particular course of training.
- 4) The chief instructor must continue to update and improve the courses of training for which the instructor is responsible whenever he or she becomes aware of deficiencies in the course or needed changes in training standards.
- 5) Chief instructors must seek assistance and guidance from FAA ASIs in the resolution of problems concerning their responsibilities.

B. Delegation of Responsibilities. The chief instructor may delegate duties to the assistant chief instructor or check instructor.

C. Availability—Direct Supervision. The chief instructor is required to supervise noncertificated instructors directly (refer to § 141.81). The chief instructor for a particular course must be available when instruction in that course is given.

1) Pilot schools are permitted to use noncertificated ground instructors based on the ground instructor's specific teaching credentials and qualifications. Section 141.81 requires that instruction by noncertificated ground instructors be given under the direct supervision of the chief instructor for the course. FAA policy indicates that the chief instructor, assistant chief instructor, or another instructor designated by the chief instructor must be present at the school and in the classroom when noncertificated ground instructors give instruction.

2) A chief instructor would not be able to supervise noncertificated ground instructors nor be available for consultation if that chief instructor was employed in another job that demanded the instructor's presence.

3) Certificated ground and flight instructors do not have to be as closely supervised as noncertificated ground instructors. The chief instructor or designated assistant chief instructor will be available at the pilot school or, if away from the premises, by telephone, radio, or other electronic means during the time the instruction is given for an approved course of training.

4) Satellite bases require that the chief instructor be "available" for consultation, which can be accomplished by telephone. This ensures that the chief instructor can provide necessary supervision and meet the responsibilities with respect to a school's main base of operation and its satellite base. If the chief instructor is unavailable for consultation, training in relation to the chief instructor's responsibilities must cease until that chief instructor returns, unless these duties have been delegated. The chief instructor may delegate duties to the assistant chief instructor or another appropriate, qualified instructor. Except for the initial flight check of instructors and final stage check, all duties may be assigned to an appropriately qualified instructor. Examples of duties that would be appropriate for delegation are the certification of training records and the conduct of stage checks other than the final stage check.

NOTE: See subparagraph 5-1766B for delegation of responsibilities.

D. Responsibility To Receive Annual Recurrent Training. At least once every 12 months, each chief instructor and assistant chief instructor must complete an approved syllabus of training consisting of ground or flight training, or both, or an approved flight instructor refresher clinic (FIRC) (refer to § 141.79). This training is not required to receive initial designation as the chief instructor or assistant chief instructor.

1) To fulfill this requirement, a chief instructor may attend any one of the many FAA-approved, industry-conducted FIRCs.

2) FAA policy allows the chief instructor to obtain the required hours of ground or flight instruction by attending other standardization seminars or courses. Nevertheless, the FAA must approve how the chief instructor fulfills the required time. For example, a chief instructor who is also a pilot examiner may credit the instruction received in the examiner's standardization course toward meeting the requirements of § 141.79. In addition, he or she may use any other course of instruction approved by the Flights Standards District Office (FSDO) to satisfy this instructional requirement.

E. Assistant Chief Instructor Responsibilities. The assistant chief instructor's and chief instructor's responsibilities may be similar, provided the chief instructor has delegated such

duties and responsibilities to the assistant chief instructor. Any time the chief instructor delegates duties, that delegation should be in writing, citing the specific duties delegated, to whom, and for what time period.

5-1767 CHANGE OF CHIEF INSTRUCTOR.

A. Procedures To Follow. Whenever a pilot school or provisional pilot school makes a change of designation of its chief instructor, that school must do the following:

1) Immediately provide written notification of the change to the FAA FSDO that has jurisdiction over the area in which the school is located.

2) Conduct training without a chief instructor for that training course for a period not to exceed 60 days while awaiting the designation and approval of another chief instructor.

3) For a period not to exceed 60 days, have the stage checks and end-of-course tests administered by:

- The training course's assistant chief instructor, if designated;
- The training course's check instructor, if designated;
- An FAA ASI; and
- An examiner.

4) After 60 days without a chief instructor, a pilot school or provisional pilot school, as appropriate, must cease instruction in that training course or in all the training courses if just one chief instructor is designated for that entire school. Whether a school must surrender its Air Agency Certificate and permanently shut down depends on whether the school has a qualified and assigned assistant chief instructor who can competently perform the duties of the chief instructor in the interim and whether the school can present a plan for employing a qualified chief instructor in a reasonable amount of time. The authority to permanently shut down the school and retrieve the school certificate is solely the authority of the supervising FSDO.

5) Have its certificate reinstated, upon:

- Designating and approving another chief instructor;
- Showing it meets the requirements of § 141.27(a)(2); and
- Applying for reinstatement on a form and in a manner prescribed by the Administrator.

B. Authority To Examine. The school may continue to train students under an approved course of training without a chief instructor for a period of 60 days. If the course of training has an assistant chief instructor, approved by the FAA, training can continue beyond the 60-day limit; however, at the time of Air Agency Certificate renewal, no TCO may be renewed without a qualified and approved chief instructor. If there is no assistant chief instructor when the school is without a chief instructor, each stage or final test of a student enrolled in that approved course of training must be given by an FAA ASI or a Designated Pilot Examiner (DPE) (see Volume 5, Chapter 12, Section 2, Conduct a Stage Test for a Title 14 CFR Part 141 Pilot

School). By referring to the approved training syllabus, the FAA ASI or DPE must become familiar with the specific areas to be tested and with the completion standards for each stage of training being tested. The operator of the school must receive the results of the tests given by the ASI or the DPE for inclusion in the appropriate student files.

C. Maintenance of Records. The holder of the school certificate is responsible for the maintenance of training records, the issuance of graduation certificates, and the general operation of the school during any change of chief instructor.

5-1768 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of part 141, FAA policies, and qualification as an ASI (Operations).

B. Coordination. This task will require coordination with the principal operations inspector (POI) and may require coordination with the airworthiness Airworthiness unit.

5-1769 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- Title 14 CFR parts 1, 61, and 91;
- FAA Order 2150.3, FAA Compliance and Enforcement Program;
- Appropriate PTRS;
- Advisory Circular (AC) 141-1, Pilot School Certification; and
- The school's TCOs.

B. Forms. FAA Form 8710-1, Airman Certificate and/or Rating Application.

C. Job Aids. Job Task Analysis (JTA): O3.3.197, O3.4.4, and O3.4.14.

5-1770 PROCEDURES.

A. Task Clarification. Determine the course for which the task will be conducted.

- 1) For an initial certification, conduct a practical test for all proposed courses.
- 2) For adding a course or changing the chief instructor or assistant chief instructor, conduct the practical test for only the affected course.

B. Application. Provide the applicant a blank copy of FAA Form 8710-1 (Figure 5-200). Advise the applicant to mark the "Flight Instructor" box in Section I as well as the "Other" box and write/type "Application for Chief Instructor (or Assistant Chief Instructor) Proficiency Check."

C. TCO Review. Review the relevant TCO for the school's procedures.

D. File Review. Review any appropriate FSDO file for pertinent information on the applicant or air agency.

E. PTRS. Open PTRS file.

F. Personnel History. Using office procedures, conduct an Enforcement Information System (EIS)/Accident Incident Data System (AIDS) check on the chief instructor applicant or assistant chief instructor applicant.

1) If the applicant has no previous enforcement or accident/incident history, place the EIS/AIDS report in the FSDO file.

2) If the EIS/AIDS report shows a prior enforcement or accident/incident, evaluate the results to determine if the problems were related to flight training. If the problems do relate to flight training, discuss the findings with the school. Inform the school that the test cannot be continued until the school submits a different person for consideration. Set a time limit for receipt of the application.

a) When the school submits a new name, repeat subparagraph 5-1770F and schedule a date and time for the test.

b) If the school does not submit a new application, terminate the task.

G. Schedule Test. Schedule date, time, and location for the practical test.

H. Review Application. Review FAA Form 8710-1 for completeness, accuracy, minimum qualifications, and experience requirements.

1) Determine whether the application states “Application for Chief Instructor (or Assistant Chief Instructor) Proficiency Check” and if it lists the courses for which the chief instructor or assistant chief instructor will be tested.

2) Determine if the pilot’s experience and qualifications meet the requirements of the regulations for the approval requested (§ 141.33, § 141.35, or § 141.36).

3) If the application is incorrect or the applicant’s qualifications are inadequate, inform the applicant that he or she lacks the qualifications. Notify the operator and confirm in writing, indicating the specific areas that were inadequate (see Figure 5-201, Letter Explaining Why Chief Flight Instructor Knowledge and Skill Test Was Unsatisfactory). Explain to the applicant how to correct the discrepancy and reschedule the test.

4) If the application is correct and the applicant’s qualifications meet the regulations, examine the pilot certificates.

I. Review Pilot Certificates.

1) Check the pilot and flight instructor certificates for appropriate certificates and ratings.

2) If the pilot certificates are inappropriate, inform the applicant that he or she lacks the qualifications. Notify the operator and confirm in writing, indicating the specific areas of deficiency (see Figure 5-201). Explain to the applicant how to correct the discrepancy and reschedule the test.

J. Inspect Aircraft Used in Test.

1) If an Airworthiness ASI is available, have that ASI check aircraft documents and current inspections. If not, check the following:

- The registration certificate;
- The airworthiness certificate;
- The Federal Communications Commission (FCC) radio station license (only required on international flights or when communicating with foreign (non-U.S.) stations);
- The operating limitations; and
- The Weight and Balance (W&B) information.

2) If the aircraft does not have all of the above documents, inform the applicant that the test cannot be conducted until the documents are available for review.

a) Notify the operator and confirm in writing that the test cannot be conducted, indicating the specific areas that were deficient (see Figure 5-201).

b) Reschedule the test after the deficiencies have been corrected or reschedule the test with another appropriate aircraft after it has been inspected.

3) If the aircraft is Airworthy and appropriate for the practical test, conduct the knowledge portion of the test.

K. Conduct Chief Instructor/Assistant Chief Instructor Practical Test—Knowledge Portion.

1) Test the chief instructor's or assistant chief instructor's knowledge of at least the following:

- Parts 61, 91, 141, and other appropriate regulations relating to the course of training;
- The school's TCOs and/or special curricula relating to the tested courses;
- The school's prerequisites and enrollment procedures (§ 141.93);
- The school's training standards, objectives, completion standards, and graduation procedures;
- Airports and aircraft (§§ 141.38 and 141.39);
- Simulators and other training devices (§ 141.41);
- The minimum qualifications and ratings for each instructor used for the particular course of training;
- The safety procedures and practices of the school;

- The chief instructor's duties and responsibilities (§ 141.85); and
 - The means by which the chief instructor will ensure standardized instruction (§§ 141.79, 141.81, 141.83, and 141.89).
- 2) If the knowledge portion of the test is satisfactory, proceed with the skill portion.
 - 3) If the knowledge portion of the test is unsatisfactory, inform the applicant and debrief the applicant on how to correct the deficiency.
 - a) Notify the operator and confirm in writing, indicating the specific areas of deficiency.
 - b) Reschedule the test at the operator's request after the deficiencies have been corrected.

L. Conduct Chief Instructor/Assistant Chief Instructor Practical Test—Skill Portion.

- 1) Use the procedures for evaluating a DPE (see Volume 13, Chapter 5, Section 1, Appoint/Renew a General Aviation Designee). Give special attention to the TCO requirements and the applicant's ability to evaluate not only the performance of students but the performance of other flight instructors as well.
- 2) If the skill portion of the test is completed satisfactorily, note the result on FAA Form 8710-1 and place it in the operator's file in the FSDO. Do not forward it to the Airmen Certification Branch (AFS-760).
- 3) If the knowledge and skill tests are unsatisfactory, inform the applicant immediately. In addition:
 - a) Notify the operator and confirm in writing that the tests were unsatisfactory, indicating the specific areas of deficiency (see Figure 5-201).
 - b) After the deficiencies have been corrected, schedule a reexamination at the operator's request.
- 4) If a reexamination is accomplished within 60 days, the ASI may elect to repeat the entire practical test or repeat only that portion of the test that was unsatisfactory. If reexamination is delayed beyond 60 days, repeat the entire practical test.
- 5) In the case of an existing TCO, remind the operator that he or she may need to change the TCO to reflect the new chief or assistant chief instructor.

M. PTRS. Make the final PTRS entry and close.

5-1771 TASK OUTCOMES. Completion of the task results in either of the following:

- Acceptance of the applicant as either chief instructor or assistant chief instructor for a course of training, or
- Denial of the applicant.

5-1772 FUTURE ACTIVITIES.

A. Possible TCO Acceptance. Possible acceptance of the school's TCO.

B. Performance Inspection. According to the established surveillance plan, inspect either the chief instructor's or assistant chief instructor's performance for each course of training for which that instructor is responsible.

C. Additional Practical Tests. Conduct additional chief instructor or assistant chief instructor practical tests for other courses or for when the school changes its chief instructor.

Figure 5-200. FAA Form 8710-1, Airman Certificate and/or Rating Application

TYPE OR PRINT ALL ENTRIES IN INK Form Approved OMB No: 2120-0021

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Airman Certificate and/or Rating Application

I. Application Information

Student Recreational Private Commercial Airline Transport Instrument
 Additional Rating Airplane Single-Engine Airplane Multiengine Rotorcraft Balloon Airship Glider Powered-Lift
 Flight Instructor Initial Renewal Reinstatement Additional Instructor Rating Ground Instructor Other
 Medical Flight Test Reexamination Reissuance of certificate

A. Name (Last, First, Middle) B. SSN (US Only) C. Date of Birth D. Place of Birth

E. Address F. Citizenship Specify G. Do you read, speak, write, & understand the English language?

City, State, Zip Code H. Height I. Weight

M. Do you now hold, or have you ever held an FAA Pilot Certificate? N. Grade of Pilot Certificate

Q. Do you hold a Medical Certificate? R. Class of Certificate S. Date Issued

U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressants? Yes

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

B. Military Competence Obtained In 1. Service 2. Date Rated

3a. Flown 10 hours PIC in last 12 months in the following Military Aircraft: 3b. US Military PIC & instrument check in last 12 months (List Aircraft)

C. Graduate of Approved Course 1. Name and Location of Training Agency or Training Center 1a. Certification Number

2. Curriculum From Which Graduated 3. Date

D. Holder of Foreign License Issued By 1. Country 2. Grade of License 3. Number

4. Ratings

E. Completion of Air Carrier's Approved Training Program 1. Name of Air Carrier 2. Date 3. Which Curriculum

Initial Upgrade Transition

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

	Total	Instruction Received	Solo	Pilot in Command (PIC)	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC	Instrument	Night Instruction Received	Night Take-off Landings	Night PIC	Night Take-off Landing PIC	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Launches
Airplanes				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Rotorcraft				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Powered Lift				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Glider																
Lighter Than Air																
Simulator Training Device																
PCATD																

IV. Have you failed a test for this certificate or rating? Yes No

V. Applicants'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 Act statement that accompanies this form.

Signature of Applicant Date

Indicate in the Other field that this is an application for, as appropriate, the:
Chief Instructor Proficiency Check
or
Assistant Chief Instructor Proficiency Check

Figure 5-201. Letter Explaining Why Chief Flight Instructor Knowledge and Skill Test Was Unsatisfactory

FAA Letterhead

[date]

[school's name and address]

Dear [applicant's name]:

On [date of test], [name of airman] failed to satisfactorily demonstrate the appropriate [knowledge/skills] to be designated as chief flight instructor for [names of courses]. The specific areas that were unsatisfactory are [list unsatisfactory items].

A reexamination of this candidate or of a new candidate may be rescheduled only at your request.

Sincerely,

[certification project manager (CPM)'s signature (if an initial certification) or principal operations inspector (POI)'s signature, (if an existing pilot school)]

RESERVED. Paragraphs 5-1773 through 5-1790.