



**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**ORDER  
8080.6E**

National Policy

Effective Date:  
1/26/09

**Subj:** Conduct of Airman Knowledge Tests

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**FOREWORD**

This order provides guidance for Federal Aviation Administration (FAA) personnel and personnel associated with organizations that are participating in, or are seeking to participate in, the Airman Knowledge Testing (AKT) Program. This program encompasses AKT required by Title 14 of the Code of Federal Regulations (14 CFR) parts 61, 63, and 65. Refer to FAA Order 8900.1, Flight Standards Information Management System (FSIMS), for additional guidance applicable to AKT.

ORIGINAL SIGNED by  
John McGraw for

John M Allen, Director  
Flight Standards Service, AFS-1



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## Chapter 1. General

**1-1. Purpose of This Order.** This order contains guidance for the Airman Knowledge Testing (AKT) Program including instructions and procedures for FAA-approved computer testing designees (CTD), Computer Testing Managers (CTM), testing center owners, Testing Center Supervisors (TCS), Alternate Testing Center Supervisors (ATCS), test proctors, Defense Activity for Non-Traditional Education Support (DANTES) test center personnel, and FAA entities concerned with this program.

**1-2. Audience.** All personnel involved in the AKT program, including CTDs, CTMs, testing center owners, TCS, ATCS, test proctors, DANTES test center personnel, and FAA entities concerned with this program.

**1-3. Where You Can Find This Order.** This order may be accessed through Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. Operators and the public can find this order at <http://fsims.faa.gov/>.

**1-4. What This Order Cancels.** FAA Order 8080.6D, Conduct of Airman Knowledge Tests, dated November 3, 2003, is canceled.

### 1-5. Background.

**a. Computer-Based Testing.** In November 1989, the FAA introduced a computer-based AKT program for the benefit of those airman applicants taking knowledge tests under Title 14 of the Code of Federal Regulations (14 CFR) parts 61, 63, and 65.

**b. Expanded Testing.** In February 1993, the Flight Standards Service (AFS) elected to expand computer-based knowledge testing with the publication and distribution of FAA Order 8080.6, Conduct of Airman Knowledge Tests. In addition to public acceptance of this program, new and improved forms of test information security have been placed into effect, which significantly reduce test compromise.

**c. Military Memorandum of Agreement.** In May 2000, the DANTES organization entered into a Memorandum of Agreement (MOA) with the FAA to provide mechanic airman knowledge tests to military personnel.

**d. Sport Pilot.** In December 2004, the FAA began administering sport pilot airman knowledge tests.

**e. Expanded DANTES MOA.** In June 2006, the FAA expanded the existing DANTES MOA to include provision of the full array of airman knowledge tests at selected DANTES test centers.

**f. Canadian Conversion Exams.** In December 2006, the FAA began offering four Canadian Conversion exams: Airline Transport Pilot, Commercial Pilot, Instrument Rating, and Private Pilot.

**1-6. Explanation of Changes.** Version E of this order incorporates updated information, procedural and policy changes, and new guidance.

**1-7. General Definitions.**

**a. Affiliated Testing Center.** A testing center affiliated with an Aviation Maintenance Technician School (AMTS).

**b. ATCS.** A person selected by the CTM to oversee the administration of airman knowledge tests in the absence of the TCS.

**c. Aviation Safety Inspector (ASI).** An FAA employee having the authority to conduct testing center inspections on behalf of the Airman Testing Standards Branch (AFS-630).

**d. CTD.** An organization authorized by the FAA to administer airman knowledge tests.

**e. CTM.** A person selected by the CTD, and approved by AFS-630, to serve as manager of the CTD's AKT Program.

**f. DANTES.** A Department of Defense (DOD) organization that supports off-duty, voluntary education programs, and conducts special projects and development activities in support of education-related functions of the DOD. (See Chapter 10 for DANTES information.)

**g. FAA Form 8000-5, Certificate of Designation.** A certificate issued to the CTD by AFS-630 authorizing administration of airman knowledge tests.

**h. FAA Servicing Security Element (servicing security element).** The organizational element that manages and oversees the FAA security program in headquarters, regions, the William J. Hughes Technical Center, and the Mike Monroney Aeronautical Center (MMAC).

**i. FSDO.** As used in this order, the FSDO that has jurisdiction over the geographic area in which the testing center is located.

**j. IFO.** As used in this order, the IFO that has jurisdiction over the geographic area in which the testing center is located.

**k. Internet Testing.** An online Internet test delivery system offering real-time administration of airman knowledge tests.

**l. Letter of Application.** A letter written to AFS-630 requesting authorization for a proposed CTD to administer airman knowledge tests.

**m. Letter of Designation.** A letter issued by AFS-630 authorizing the CTD to administer airman knowledge tests on behalf of the FAA.

**n. Program Analyst.** FAA employee with the primary interface and oversight responsibility for CTDs and testing centers.

**o. Recurrent Training Message.** A message provided to the CTM, and distributed to all testing center personnel, for the purpose of addressing recurring discrepancies and providing remedial training.

**p. Special Test Administrator.** A person selected by a CTD to administer airman knowledge tests in unique situations and remote or isolated areas.

**q. Test Codes.** Three-letter codes that identify the various airman knowledge tests. (Appendix A, Figure 1.)

**r. Test Proctor.** A properly trained and qualified individual appointed by a TCS and approved by the CTM to administer airman knowledge tests.

**s. Testing Center.** A facility that provides applicants an FAA-approved computer-based testing environment for the administration of airman knowledge tests.

**t. TCS.** A person selected by the CTM, and approved by the FAA, to oversee the administration of airman knowledge tests. The TCS is responsible for the operation of an approved testing center.

**u. United States (U.S.).** Includes the 48 contiguous States, Alaska, District of Columbia, Hawaii, and U.S. territories.

#### **1-8. CTD Statistical Definitions.**

**a. Validity.** The determination of how well a test measures what it is supposed to measure.

**b. Reliability.** The determination of test score consistency.

**c. Measurement Error.** A function of test reliability. An index of how closely a test score is likely to depart from the actual or true score.

**d. Standard Deviation.** An index of the variability of the test scores about the mean.

**e. Frequency Distribution.** The frequency of occurrence for each test score.

**f. Skewness.** The state of symmetry shown by a frequency distribution.

**g. Kurtosis.** The state or quality of peakedness or flatness of the graphical representation of a statistical distribution.

**h. P Value.** Proportion of applicants obtaining the correct answer on a single test question. In a multiple-choice question, it may also refer to the proportion of applicants selecting other test question alternatives.

**i. Point Biserial Coefficient of Correlation.** A statistic to measure the extent to which a single question discriminates between low and high scoring applicants. The degree of

**j. Validation Question.** A test question that is used for evaluation purposes and is not counted in the applicant's total score.

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## Chapter 2. Qualifications and Training of FAA Personnel

### 2-1. Qualifications of the Program Analyst.

**a. Personal Traits.** The program analyst must have a reputation of professionalism, cooperation, integrity, dependability, and sound judgment, and a willingness to provide excellent customer service to all stakeholders in the aviation community.

**b. Technical Skills.** The program analyst must possess:

(1) A Bachelor's Degree in a business-related field, or a minimum of 5 years equivalent experience working with or for the FAA.

(2) Knowledge of and ability to apply FAA directives, orders, policies, advisory circulars, and Federal aviation regulations as they relate to the AKT Program.

(3) Ability to clearly present complex technical and policy data in written or verbal format, and the ability to provide informative, meaningful, and concise documents and reports.

**2-2. Training Areas.** The Airman Testing Standards Branch manager and the program analyst must complete the AFS Designee Management for Personnel course, and must receive additional training in the following areas:

**a. Area One.** AKT Program policies and procedures, including the FAA's designation philosophy.

**b. Area Two.** Services the program analyst is expected to provide the designees and the public.

### 2-3. Recurrent Training of the Program Analyst.

**a. Frequency.** The program analyst must receive recurrent technical and procedural training at least once every 48 months.

**b. Proof of Training.** The Airman Testing Standards Branch manager must retain proof of the program analyst's initial and recurrent training.

### 2-4. Program Evaluation.

**a. Selection of Specialists.** The Airman Testing Standards Branch manager will assure that qualified specialists are selected and assigned

**b. Evaluation of Manager and Analysts.** The Regulatory Support Division (AFS-600) will evaluate the Airman Testing Standards Branch manager and the program analyst(s), at least once every 36 months, to ensure adequate performance and that the guidelines are followed as set forth in this order.

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## Chapter 3. Selection, Designation, and Termination of Computer Testing Designees

### 3-1. General.

**a. Designation.** Computer testing designees (CTDs) are designated to administer airman knowledge tests under the authority of this order and Title 49 of the United States Code (49 U.S.C.), section 44702(d). CTDs must acknowledge that designation is a privilege, not a right, and confirm their understanding that a designation may be terminated at any time for any reason the FAA considers appropriate and/or at the discretion of the Administrator.

**b. CTD Selection.** CTDs are selected by the Airman Testing Standards Branch (AFS-630) when the need arises. Need is determined through trend analysis of statistical data, including number of existing testing centers, geographical dispersion of testing centers, test volume, and number of customer requests for additional service.

**c. Oversight.** To ensure FAA jurisdictional oversight, only U.S. companies, schools, universities, or other organizations that meet the requirements of this order may be eligible for designation.

**d. Fees.** CTDs are not reimbursed by the Federal Government but may charge reasonable fees for test administration.

**e. How to Apply.** Organizations interested in applying for CTD designation may send an email to [afs630comments@faa.gov](mailto:afs630comments@faa.gov).

**Note:** Section 44702, current edition, empowers the Administrator to delegate to private persons any function relating to the examination, inspection, and testing of airman applicants, subject to any regulation, supervision, and review which the Administrator may prescribe. Under section 44702 and FAA directives, the Administrator may rescind any such delegation at any time and for any reason deemed appropriate. The Administrator may determine that such a delegation should not be renewed for any reason deemed appropriate.

**3-2. Initial Application for CTD Designation.** At the time of initial application for designation as a CTD, the applicant must submit a letter of application (Appendix A, Figure 2) to AFS-630. The applicant must furnish evidence that substantiates these qualifications and a letter that includes the following information:

- Company background and structure, including years in operation, lines of business, and names of owners and/or board of directors.
- CTM educational background and depth of professional experience in computer-based testing or training.
- Information technology (IT) personnel educational background and depth of professional experience in computer-based testing or training.

- Information necessary for AFS-630 to perform a background check on the proposed CTM.
- Results of background checks on IT personnel. (See par. 4-12)
- Listing of each testing center, including owner(s); proposed TCS; proposed ATCS, if applicable; and location.
- Method for complying with the CTD support, technical, and statistical requirements.
- Provisions for overall test security.

**Note:** The applicant will be notified within 60 days from the date of the initial application for CTD designation whether or not their request will be considered for review.

**3-3. CTD Experience Requirements.** The prospective CTD must clearly demonstrate competence in the following areas:

- Computer technology, software maintenance and support, centralized database management, technical training, facilities management, and customer support.
- Computer-based and/or Internet-based test administration and data transfer on an international scale.
- Maintenance and support for all aspects of the knowledge test delivery system, including communications data network, centralized database, hardware, software, facilities, and staffing.

**3-4. CTD Support Requirements.** The prospective CTD must:

- Retain exclusive use of an approved computer-based and/or Internet-based testing program.
- Provide and maintain a minimum of 20 operational, geographically dispersed testing centers. This provision must include a plan that ensures each approved testing center has business hours that are convenient for the public.
- Provide an acceptable method for registration of test applicants during normal business hours.

**3-5. CTD Technical Requirements.** The prospective CTD must provide and maintain on a continuing basis:

- Electronic mail connection(s) between CTD and FAA point(s) of contact.
- The entire inventory of airman knowledge tests.

- An acceptable, automated method for programmatically implementing question bank and form test updates to ensure accuracy and validity of question banks.
- An acceptable method for on-screen graphics, performance charts, and other supplementary testing information.
- An acceptable plan for test and data security.

**Note:** The CTM is responsible for ensuring the CTD safeguards airman applicant and FAA airman knowledge test data in accordance with all applicable FAA data and information security regulations, orders, and policies.

- An acceptable method for providing an introductory lesson to familiarize applicants with computer testing procedures.
- An acceptable method for randomly selecting test forms. The system must rotate forms so that all forms are used during this randomization.
- An acceptable display of multiple-choice, and other question types, in their entirety, on one computer screen.
- A computer screen display of the time remaining for the completion of the test.
- A convenient method (e.g., keyboard, touch screen, mouse) for answering test questions.
- A method for permitting an applicant to return to a test question previously answered, for review or possible answer change.
- An acceptable method for saving test information after each answered item. The CTD's central computer system must save data at frequent, regular intervals, throughout every test administered, so that exams may be resumed very near or at the point of last activity should a system or computer crash occur.
- Accurate applicant test records that strictly adhere to the approved formats as specified in Appendix A, Figures 3 and 4.
- Accurate validation data records that strictly adhere to the approved format as specified in Appendix A, Figure 5.
- Applicant survey data records that strictly adhere to the approved format as specified in Appendix A, Figure 6.
- An acceptable and secure method for accomplishing electronic transfer of applicant test data to AFS-630 on a daily basis, 7 days per week.
- A daily backup of applicant test records stored in a secure location within the main office. A weekly backup of applicant test records must be stored in a safe deposit box, within a

commercial bank vault. Only the CTD owner or one key employee and one secondary employee must have access to this safe deposit box. Files and records must be encrypted using no less than a 128-bit encryption method, and must be maintained for at least 26 months.

- An acceptable method for continual electronic access allowing AFS-630 to access individual applicant records, total tests administered statistical reports, test bank items, and form test data from the CTD's central computer. Applicant data must be available on the first business day after an applicant completes a test.
- An acceptable method for continual electronic access to test scheduling records. This information must include:
  - Testing center,
  - Applicant name,
  - Social Security Number or date of birth,
  - Test type, and
  - Scheduled test time.
- An acceptable method for continual electronic access to a currently revised list of authorized testing center personnel, including changes as they occur. This list must contain the following information on each testing center:
  - Date of list certification.
  - Name of testing center.
  - Testing center identification code.
  - Name of testing center owner(s).
  - Name of TCS.
  - Name of ATCS, if applicable.
  - Name(s) of test proctor(s).
  - Dates of initial and recurrent training for all testing center personnel.
- An acceptable method for continual electronic access to testing center facility layouts.

**3-6. CTD Statistical Requirements.** The prospective CTD must provide an electronic communications system based and maintained at the home office. The system must be capable of providing AFS-630 access to the statistical evaluation data, including an acceptable method for:

- Providing a statistical evaluation of a whole test (excluding validation questions) to include:
  - Sample size.
  - Frequency distribution.
  - Average test score.
  - Average score for each test section.
  - Average score for each subject matter code.
  - Average test time.
  - Standard deviation.
  - Pass/fail ratio.
  - Reliability index.
  - Measurement error.
  - Skewness.
  - Kurtosis.
- Providing statistical evaluation of individual test and validation questions to include:
  - Number of responses.
  - Number of applicants selecting each response.
  - P value of each response.
  - Point biserial coefficient of each response.
  - Average question time.

**3-7. Issuance of Designation.** Conformity with this order does not automatically ensure designation of a CTD applicant. Based on a need, AFS-630 will determine and select the best qualified of the active applicants. The applicant will be notified within 180 days whether or not a letter of designation will be issued.

**a. Letter of Designation.** AFS-630 will issue the letter of designation (Appendix A, Figure 7) along with FAA Form 8000-5, Certificate of Designation (Appendix A, Figure 8). These documents authorize the administration of airman knowledge tests.

**b. Display of Certificate.** The CTD is responsible for providing copies of FAA Form 8000-5 to the testing centers. Each testing center must display the current certificate in a location that is readily visible to airman applicants.

**3-8. Duration of FAA Form 8000-5.** The FAA Form 8000-5 expires at the end of the 24th month from the date of issue, unless surrendered or terminated before the expiration date.

**3-9. Change, Renewal, or Non-Renewal of FAA Form 8000-5.**

**a. Request for Amendment.** A request to amend an FAA Form 8000-5 is required when a CTD transfers assets, reorganizes, changes ownership, enters into any type of partnership agreement, or makes any other type of significant change in working relationship(s) with outside entities.

**Note:** The CTD must request approval from AFS-630, in writing, at least 60 days in advance of any reorganization or ownership change.

**b. Renewal.** The renewal of a CTD is not automatic. A CTD designation may be renewed when:

(1) To ensure continuity of testing, the CTD should submit a letter to AFS-630 requesting renewal of FAA Form 8000-5 at least 60 days before it expires. (Appendix A, Figure 9.)

(2) AFS-630 determines that a need still exists.

(3) The CTD continues to meet the requirements of this order.

**c. Denial of Change or Renewal.** A change or renewal may be denied for any reason deemed appropriate by AFS-630.

**Note:** The CTD may appeal denial of a change or renewal within 60 days of the notification by AFS-630.

**3-10. Suspension of Testing Privileges.** Testing privileges may be suspended for any reason and at any time. When a determination is made that a CTD is in violation of the provisions of this order, AFS-630 will provide the CTD written notice to suspend all AKT activities. The written notice will include the reason(s) for and the time period of the suspension. Reasons, causes, or grounds for suspending testing privileges include but are not limited to:

**a. Misconduct.** Evidence of misconduct, including carelessness, collusion, conflict of interest, test compromise, or any other act which would jeopardize the proper functioning of the AKT Program.

**b. Changes in Organization.** Changes in CTD corporate structure, including changes in CTM or IT personnel, without specific written approval by the Airman Testing Standards Branch manager as described in paragraph 3-9a.

**c. Transfer of Equipment.** Transfer of the initially established central computer to a new geographic location without specific written approval by the Airman Testing Standards Branch manager.

**d. Changes in Test Delivery.** Changes in the test download or delivery method without specific written approval by the Airman Testing Standards Branch manager.

**e. Failure to Comply with Schedule.** Failure to fully and accurately implement question bank and form test cycle changes in accordance with the activation dates established by AFS-630.

**f. Obsolescence.** Obsolete equipment or inadequate facilities.

**g. Security.** Degradation of security.

**h. Loss of Integrity.** Unauthorized use of official information.

**i. Unauthorized Establishment.** Unauthorized establishment of testing centers.

**j. Loss of Centers.** Reduction of number of testing centers below 20.

**k. Inability to Function Independently.** Requiring frequent assistance and guidance in complying with procedures and meeting required standards.

**3-11. Termination of Designation.** In cases where the CTD, CTM, TCS, ATCS, or test proctor(s) repeatedly violate the provisions of this order, or is suspected of any activity for which emergency action is necessary, the CTD must immediately cease further testing activity as directed by AFS-630.

**a. Grounds for Termination.** Reasons, causes, or grounds for terminating the designation include fraudulent use of the authorization, and are not limited to those listed in paragraph 3-10 above.

**Note:** Title 18, U.S.C., section 1001(a), states:

“...whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully--

- (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact;
- (2) makes any materially false, fictitious, or fraudulent statement or representation; or
- (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry;

shall be fined under this title, imprisoned not more than 5 years ... or both.”

**b. Due Process.** When AFS-630 considers the termination of a CTD's designation, standard due process procedures will be followed.

(1) The CTD will be notified of the proposed action by an initial letter sent by certified mail from the Airman Testing Standards Branch manager. The letter will include specific reasons for the proposed action. (Appendix A, Figure 10.)

(2) The CTD will be given the opportunity to appeal the decision in writing or in person within 10 days of receipt of the initial letter. The CTM may be accompanied by counsel. AFS-600 will provide a person to record all discussions among the CTM, other CTD representatives, and FAA personnel.

(3) After full consideration of all factors concerning the issue, AFS-600 will make a final decision and transmit that decision to the CTD in writing. The final decision letter and a record of the appeal meeting, will be sent to the CTD by certified mail. (Appendix A, Figure 11.)

**c. Destruction of Data.** Upon receipt of the final letter terminating the designation, all copies of FAA Form 8000-5 must be destroyed, all test bank data residing within the CTD's testing system must be deleted, and applicant data not previously submitted must be returned no later than 5 business days following the date the designation is canceled.

**3-12. Appeals.** Appeals will be considered by an appeal panel consisting of at least three FAA employees equivalent to the program analyst level or above. The appeal panel can support the original decision, override the original decision, or direct a repeat of any part of the selection, suspension, or termination process.

**a. Process Completion.** The appeal process must be completed within 45 days of receiving the appeal request.

**b. Notification.** Notification of the appeal panel's decision must be made within 15 days of its determination.

**3-13. Voluntary Surrender of Designation.** A CTD may surrender the designation at any time. To maintain continuity of testing and provide time for the designation and training of a replacement, the CTD must give AFS-630 at least 60 days advance notice in writing. All test bank data residing within the CTD's testing system must be deleted. All copies of FAA Form 8000-5 must be destroyed, and the original FAA Form 8000-5, along with any applicant data not previously submitted, must be returned no later than 5 business days following the date the designation is surrendered.

## Chapter 4. AKT Centers and CTD and Testing Center Personnel

### 4-1. Testing Center Facility Requirements.

a. Testing centers must not be located in a private residence or in any type of transportable trailer or recreational vehicle.

b. Sites collocated with other businesses or other types of business activity, or which include complex physical layouts, must include a separate entrance to the testing area.

c. Testing centers must provide and maintain, on a continuous basis, all elements listed below, to preserve a professional testing atmosphere. Testing stations must be free of clutter and that the testing area must be maintained in a neat and orderly manner.

- (1) Conformance with local building, sanitation, and health codes.
- (2) Restroom facilities located in the same building where the knowledge testing is conducted.
- (3) Proper control of temperature and ventilation.
- (4) Freedom from noise, visual aids, and other distractions. Noise in or around the testing area should be avoided. Test rooms must be free of any aviation-related posters or other media that may assist an applicant in answering test questions. Test rooms must be free from any other activity during testing sessions.

**Note:** Proctors should avoid registering an applicant using a testing room computer if another knowledge test is already in progress.

- (5) Adequate lighting. Avoid glare on computer monitor screens.
- (6) Adequate physical spacing and table workspace. Separate cubicles with suitable partitions between test terminals are recommended. In absence of partitions, 5-foot spacing is required between testing stations. All testing station workspaces must be at least 3-feet wide, and the monitor and keyboard offset to allow adequate room to use test materials.

**Note:** The testing room must be arranged so that applicants are not able to view monitors at other testing stations.

- (7) At least three operational computer terminals available for knowledge test administration during testing center business hours.

**Note:** Wireless technology is not acceptable and must not be used in conjunction with any testing terminals or test administration activity.

- (8) Applicant surveillance during testing sessions. (See par. 7-7.)
- (9) A secured area for storing computer hardware containing applicant and test data.

- (10) A lockable file cabinet or desk drawer for securely storing:
- (a) Daily logs.
  - (b) Copies of applicant identification media, payment information, and test authorizations.
  - (c) Supplementary materials.
  - (d) Scratch paper.
  - (e) Embosser.
  - (f) The lockable storage area must remain secured at all times when not in use by testing center personnel.
- (11) Adequate arrangements for safety and emergencies.

#### **4-2. Testing Center Appointments.**

- a.** Before establishing a testing center, the CTD must secure initial approval by means of a letter of request to the Airman Testing Standards Branch manager.
- b.** The results of the applicable background check on a testing center, testing center owner or principal, TCS, or ATCS must be reviewed by the CTM before forwarding an initial approval request to the Airman Testing Standards Branch (AFS-630). The CTM must certify that the background check results meet the requirements described in paragraph 4-12. Background check results must be made available to AFS-630 upon request.
- c.** If the applicable requirements of this order are met and a need exists, the CTD will be notified that the testing center has received initial approval. The need for new test sites will be determined through trend analysis of statistical data which includes, but is not limited to the number of existing test sites, geographical dispersion of test sites, and other applicable factors.
- d.** Once the testing center is fully prepared to administer airman knowledge tests, the CTD must secure final approval by means of a letter of request to the Airman Testing Standards Branch manager.

#### **4-3. Appointments for Testing Centers Located Outside the Continental United States (Including Hawaii).** Testing centers located outside the continental United States (including Hawaii) must meet the following criteria before final approval:

- a.** Written correspondence, addressed to AFS-630, confirming availability of IFO surveillance.
- b.** Facility and personnel are in compliance with the requirements of this order, including successful completion of background checks.

c. Provide testing to 14 CFR part 141 pilot schools or part 142 training center certification programs, with a majority of testing activity being accomplished in support of U.S. citizens (i.e., 50 percent or more of the site's exams are administered to U.S. citizens, which includes active U.S. military personnel).

**4-4. Testing Center Facility Plan.** Every letter of request for final approval of a testing center must be accompanied by a proposed schedule of operation and a sketch of the testing center floor plan and physical layout. (Digital images or photos may accompany the sketch to be used as additional clarification of the floor plan and/or layout.)

a. The site name and address must be indicated on the sketch. (If the sketch is being submitted for a site relocation, both the previous and new addresses must be included with the drawing.)

b. Applicable scales and measurements used to prepare the drawing must be visibly noted on the sketch.

c. Sketches and associated labeling must be neatly and legibly prepared.

d. Floor plan, restrooms, proctor station, workstations, partitions (if applicable), camera(s) and monitor(s) (if applicable), and any other physical elements of the testing area must be clearly labeled. Method of surveillance must be clearly indicated.

**Note:** If a site relocates or rearranges its facility layout, a revised sketch must be provided for approval by AFS-630 before making such changes.

**4-5. Testing Center Identification Code.**

a. The CTD must assign each testing center under its jurisdiction an identification code. The code must contain eight character positions. The first three alpha character positions must reflect the CTD organization's designation code. The fourth, fifth, and sixth numeric character positions must be the testing center's first three zip code numbers, and the seventh and eighth numeric character positions complete the testing center's identification code. For example, the first testing center established by Government Testing Service in Oklahoma City might be assigned the code GTS73101.

b. The testing center identification code will differ from the Regulatory Support Division (AFS-600) assigned designator code used in the Program Tracking and Reporting Subsystem (PTRS) and the Vital Information Subsystem (VIS).

c. If a testing center relocates, changes ownership, or is deactivated, the identification code assigned to that center must be retired permanently.

**4-6. Testing Center Status.**

a. The CTM must immediately notify AFS-630 of a testing center closure or changes in phone number or schedule of operation. Changes in ownership or principal, company name,

location or testing center physical layout must be approved by AFS-630 before the changes are implemented.

**Note:** Any site found in noncompliance with this procedure will have their knowledge testing privileges suspended until the changes have been submitted to and approved by AFS-630.

**b.** Upon closure of a testing center, all electronic records must be transmitted to the CTD before computer hardware is removed from the facility. Other items to be transmitted to the CTD, via certified mail, include, but are not limited to, software, manuals, embosser, and paper copies of applicant records (i.e., logbooks, authorizations, photocopied identification, etc.).

**Note:** Applicant records, both paper and electronic, must be maintained at the CTD home office for at least 2 years from the date of closure of the testing center. This includes copies of identification and authorized information and daily logs.

**c.** A current list of testing centers may be viewed or downloaded from the following web site address. [http://www.faa.gov/education\\_research/testing](http://www.faa.gov/education_research/testing).

**4-7. Changing CTD Sponsorship.** Testing centers must be sponsored by only one CTD. To change CTD sponsorship:

**a.** The testing center must request, in writing, a release letter from the current CTD. The CTD must forward a copy of this request to AFS-630 within 10 business days of receipt from the testing center.

**b.** The current CTD must provide a written response to the testing center, no later than 15 days after the request. The CTD must copy AFS-630 on this correspondence within 10 business days of the response to the testing center. If a CTD fails to provide a timely release letter or an adequate denial justification letter, AFS-630 will accept a testing center application for processing.

**c.** The testing center must provide the prospective CTD a copy of the dated request for release and/or the current CTD's response or release letter.

**d.** The prospective CTD must forward a copy of the current CTD's response or release letter to AFS-630, along with the testing center application.

**e.** The testing center must reapply for initial approval, through the prospective CTD, in accordance with the provisions of paragraph 4-2.

**4-8. Suspension or Revocation of Testing Privileges.** When it is determined that a testing center is not complying with the provisions of this order, AFS-630 will provide the CTM written notice of the actions necessary to gain compliance. AFS-630 may direct the CTM to suspend AKT at the noncompliant testing center.

**a.** Upon the first occurrence of a testing center discrepancy(ies), testing may be suspended at the affected testing center for 30 days.

b. If a second complaint or infraction occurs, a 90-day removal of knowledge testing privileges may ensue.

c. Numerous or severe infractions or a third occurrence of any previously addressed discrepancy may result in permanent removal of AKT privileges at the affected center.

d. Before reinstating a center's testing privileges, the CTM must provide written confirmation to AFS-630 that all noncompliant items have been corrected. A followup inspection may be required before reinstatement of the center's testing privileges.

**4-9. Grounds for Suspending AKT Privileges.** Infractions resulting in suspension include but are not limited to:

- a. Allegations of fraud or abuse of the test administration system.
- b. Test administration in the absence of a properly trained and approved TCS, ATCS, or test proctor.
- c. Failure to provide required surveillance during testing.
- d. Test authorization infractions, including failure to appropriately verify applicant identification.
- e. Erroneous entry of airman applicant data during test registration process.
- f. Complaints about a testing center's failure to provide acceptable service to an airman applicant.
- g. Any discrepancy(ies) found during testing center inspections.
- h. Computer crashes exceeding a total of five crashes or 10 percent of a testing center's total airman knowledge tests administered in a 90-day period.

**Note:** Total test volume and valid reasons for computer crashes that are beyond the control of the testing center will be considered by AFS-630 before a decision to suspend testing privileges.

- i. Request to appoint a new TCS within 180 days of appointment of the existing TCS.
- j. Test administration inactivity resulting in no tests administered for a period of 6 months and/or less than 25 tests administered in a 12-month period.

**Note:** Title 49 U.S.C., section 44702, current edition, empowers the Administrator to delegate to private persons any function relating to the examination, inspection, and testing of airman applicants, subject to any regulation, supervision, and review which the Administrator may prescribe. Under section 44702 and FAA directives, the Administrator may rescind any such delegation at any time and for any reason deemed appropriate. The Administrator

may determine that such a delegation should not be renewed for any reason deemed appropriate.

**4-10. Testing Center Affiliation.** Testing center affiliation with an FAA-approved AMTS is based on school need. AMTSs desiring testing center affiliation must contact the supervising FAA FSDO to begin the approval process.

- a. The AMTS must provide a certified school graduation list to the affiliated testing center.
- b. Graduates of an AMTS that are officially affiliated with a testing center may take the knowledge test upon presenting an appropriate graduation certificate or certificate of completion to the testing center. A graduate's name, address, curriculum completed, and graduation date must be on the certified list received by the testing center from the AMTS before administering the appropriate test(s).
- c. Graduation certificates may not be accepted as proper authorization by testing centers not affiliated with an AMTS.
- d. A testing center may be affiliated with more than one AMTS; however, an AMTS may be affiliated with only one testing center.

**4-11. Individuals Authorized to Administer Airman Knowledge Tests.** Only properly trained, qualified, and authorized individuals may administer airman knowledge tests. Each TCS must provide the CTM with an approved list of its testing center personnel, including the certifying statements for test proctors, as described in paragraphs 4-18.a and b. This list must be signed and dated by the TCS. Each testing center must retain a current file copy of this personnel list.

**4-12. Background Checks.** AFS-630 will perform a background check on the CTM. CTMs must perform a background check on each proposed IT employee (employed at the home office), testing center, testing center owner or principal, TCS and ATCS. A third-party background screening company must conduct the background checks required by this paragraph. These background checks apply to all testing centers, whether domestic or located outside the continental United States (including Hawaii and U.S. territories).

- a. The background check of a testing center must include an inquiry with the Better Business Bureau or similar organization serving the area where the testing center is located. The phone number and name of the point of contact (if applicable) of the organization contacted must be included in the body of the initial approval request letter.
- b. The background check of the CTM, home office IT employee(s), testing center owner or principal, TCS, and ATCS must include:

(1) A 5-year criminal history that reveals arrests and/or conviction of felonies. A state arrest investigation must also be performed to reveal criminal arrest records maintained by: state

repositories; sheriff's departments; state police; and other municipal, county, and state law enforcement agencies.

(2) Positive confirmation of identity. The identification presented must include a current photograph, signature, and mailing address. This information may be presented in more than one form of identification. Acceptable forms of photo identification include, but are not limited to, driver licenses, government identification cards, passports, alien residency cards, and military identification cards.

**Note:** An ATCS, who has been trained according to the requirements of paragraph 5-3, may convert to the permanent TCS position, at the same site where he or she is currently employed as ATCS, without undergoing additional background check measures, if no more than 24 months have passed since the last third-party ATCS background check was performed.

**c. CTM Continuing Responsibilities.** The CTM is responsible for promptly reporting information to AFS-630 regarding a change in criminal conviction status of any testing center owner or principal, TCS or ATCS. Upon notification of a felony conviction, the offending individual must NOT administer or monitor an airman knowledge test. Furthermore, they cannot be appointed or retained as testing center personnel or STA.

**d. Testing Center Owner's or Principal's Continuing Responsibilities.** The testing center owner or principal is responsible for promptly reporting information to the CTD regarding a change in criminal conviction status of the TCS or ATCS.

**e. Employee Continuing Responsibilities.** Any TCS or ATCS who is subsequently convicted of a felony must report the conviction to the responsible CTD within 72 hours.

**f. Results of the Background Checks.**

(1) The CTM must review the results of the applicable background check on a testing center owner or principal, TCS, or ATCS before forwarding an approval request to AFS-630. The CTM must certify that the background check results meet the requirements described in this chapter. Only applications that meet the requirements of this order should be submitted.

(2) AFS-630 may request the CTD to obtain a background check on any testing center, testing center owner or principal, TCS, or ATCS at any time.

(3) The CTD must retain background check results for the duration of a testing center employee's tenure and for a period of 24 months after a TCS or ATCS's employment is discontinued. AFS-630 may, at any time, request a copy of these results.

(4) The CTD must forward to AFS-630 copies of all personnel background check documentation for testing facilities located outside the United States.

**4-13. Qualifications of the CTM, Home Office IT Personnel, Testing Center Owner, Principal, TCS, ATCS, Test Proctor, and STA.**

**a. Personnel Traits.** The CTM, CTD personnel, and testing center personnel must have a good reputation and record in the industry and community for integrity and dependability; a willingness to serve the aviation community; and (if applicable) a history of cooperation with the FAA.

**b. Age.** CTMs, IT personnel, testing center owners, TCSs, ATCSs, test proctors, and STAs must be at least 21 years of age.

**c. Citizenship.** To ensure FAA jurisdictional and inspection oversight, CTMs, CTD home office IT personnel, testing center owners, TCSs, ATCSs, test proctors, and STAs must be citizens or resident aliens of the United States (except for locations outside the United States).

(1) A foreign national may be appointed as a TCS, ATCS, or test proctor at a location outside the United States.

(2) A foreign national may NOT be appointed as a TCS, ATCS, or test proctor at a location in the United States.

**d. Designated Examiners.** A designated examiner must NOT monitor or administer an airman knowledge test to his or her applicant/student.

**e. Certificated Flight Instructors (CFI).** A CFI must NOT monitor or administer an airman knowledge test to his or her applicant/student.

**f. Former FAA Employees.** Former FAA employees must undergo and/or comply with the same approval, background check, training, and oversight processes as any other testing center personnel.

#### **4-14. FSDO and IFO Input.**

**a.** AFS-630 will request that the local FSDO or IFO provide information about the eligibility and suitability of testing center owners, testing center personnel, and STAs. Final determination of testing center and personnel approval or disapproval will be made by AFS-630, who will communicate the determination to the CTM. FSDO and IFO personnel must not directly contact CTD or testing center personnel about an approval or disapproval determination. CTD and existing or proposed testing center personnel must not directly contact a FSDO or IFO representative about the status or determination of a request for testing center or personnel approval.

**Note:** A request for input regarding the suitability of a proposed facility does NOT require that the FSDO or IFO perform a site inspection before responding to AFS-630. The FSDO or IFO representative may perform the testing center inspection after the approval process is completed to ensure the testing center equipment, documentation, and personnel are in place and in compliance with the requirements of this order.

**b.** After AFS-630 receives a copy of the third-party background check and the initial approval request from the respective CTD for testing centers located outside the United States,

AFS-630 will contact the supporting jurisdictional IFO requesting their approval and a signed statement indicating their office can provide the required oversight and facility inspections of the proposed testing center.

**4-15. Knowledge Requirements of the CTM, Home Office IT Personnel, Testing Center Personnel, and STA.**

- a. The CTM, IT personnel, testing center personnel and STA must know the:
  - (1) Policies and requirements outlined in this order.
  - (2) Airman knowledge test authorization requirements.
  - (3) Computer uses as they relate to the AKT Program.
- b. The CTM must be knowledgeable in the structure, processing, and transmission of applicant data.
- c. IT personnel, or any CTD personnel having administrative rights to FAA data, must possess:
  - (1) At least five years experience in database management; or a Bachelors Degree in an IT field, combined with at least two years experience in database management.
  - (2) A thorough understanding of network and data security and integrity, relational database design and database management tools, reporting services, and software maintenance and support, including but not limited to troubleshooting, transferring and uploading files, backing up and restoring files, performing system updates, and any other database-related activities required to support the FAA AKT Program.
  - (3) Knowledge of the programming and application development technologies used by the CTD.

**4-16. IT Personnel Appointments.** Before hiring any personnel who have administrative rights to FAA data, the CTM must secure AFS-630 approval. AFS-630 will review the employee's educational and/or experience qualifications and notify the CTM of approval. Any IT employee not in compliance with the requirements of this order will not receive AFS-630 approval to possess administrative rights to FAA data. (See par. 4-15.)

**4-17. TCS and ATCS Responsibilities.** The TCS or ATCS is responsible for the operation of the testing center, including training and conduct of test proctors. The TCS must be present during at least 50 percent of test administration business hours on a per week basis. In the absence of the TCS or ATCS, the test proctor may administer airman knowledge tests.

**4-18. TCS and ATCS Appointments.** Before appointing a TCS or ATCS, the CTM must secure approval by means of a letter of request to AFS-630. Only applications that comply with the background check and other applicable requirements of this order should be submitted. If the requirements are complied with, AFS-630 will notify the CTM that the TCS or ATCS is

approved. If disapproved, AFS-630 will advise the CTM that the requirements must be fully complied with to obtain approval.

a. A CTD may obtain pre-approval for an ATCS who may assume operational responsibilities of a testing center if the TCS is unable to fulfill his or her duties, resigns, or is terminated.

**Note:** The number of ATCSs should not exceed two per testing center.

b. TCSs and ATCSs must be representatives of only one CTD.

**4-19. Test Proctor Appointments.** Before appointing a test proctor, the TCS must secure CTM approval. If the applicable requirements of this order are complied with, the CTM will notify the TCS that the test proctor is approved. If disapproved, the CTM will advise the TCS that the requirements must be fully complied with to obtain authorization.

a. The TCS must certify that each test proctor meets the personnel qualification and knowledge requirements described in this chapter.

b. The TCS must certify that each test proctor has received the training described in Chapter 5.

c. The TCS must promptly report the criminal conviction of a test proctor to the CTM. The CTM must promptly report this information to AFS-630. Upon notification of a felony conviction, the offending individual must NOT administer or monitor an airman knowledge test.

**4-20. Separation of Testing Center Personnel.**

a. The CTM must notify AFS-630 of changes in testing center personnel employment status as they occur.

b. The CTM must ensure that all applicable computer access passwords are immediately changed if any employee authorized to administer airman knowledge tests is separated.

c. If a TCS resigns or is terminated and a testing center has a pre-approved ATCS, the ATCS may act as TCS for a period of 90 days, if the training requirements in par. 5-2 have been met. The CTM must immediately request FAA approval for the ATCS to become TCS.

(1) If a new TCS is not approved within 90 days, the testing center must not administer airman knowledge tests until the approval and training process is complete.

(2) If a pre-approved ATCS is not available to replace the TCS, the testing center must not administer airman knowledge tests until a new TCS is approved by AFS-630.

**4-21. STA Approval.**

a. Before appointing an STA, the CTD must secure FAA approval with a letter of request to AFS-630. If the applicable requirements of this order are complied with, AFS-630 will

notify the CTD that the STA is approved. If disapproved, AFS-630 will advise the CTD that the requirements must be fully complied with to obtain approval.

**b.** The CTM is responsible for promptly reporting information to AFS-630 regarding a criminal conviction of an STA. Upon notification of a felony conviction, the offending individual must NOT administer or monitor an airman knowledge test.

**Note:** STAs must be representatives of only one CTD.

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## Chapter 5. Training of Computer Testing Designee Personnel

**5-1. Training Areas.** The CTD will provide an FAA-approved training program including, but not limited to, the following general and specific areas.

**a. General Areas.**

- (1) Information about FAA policy and procedures.
- (2) Services the CTD, CTM, and testing center personnel are expected to provide the public.
- (3) CTD, CTM, and testing center personnel responsibilities as representatives of the FAA.

**b. Specific Areas.**

- (1) Security of the testing process.
- (2) Proper functioning of computer equipment.
- (3) Identification of applicants.
- (4) Eligibility of applicants.
- (5) Test authorization.
- (6) Selection of test and take number.
- (7) Time allowed for test and passing score.
- (8) Use of reference materials and aids.
- (9) Materials supplied to the applicant.
- (10) Visual or video surveillance of the applicant.
- (11) Handling applicant comments on tests.
- (12) Airman Knowledge Test Reports and expiration dates.

**Note:** Failure to complete initial and/or recurrent training per the requirements listed in this chapter, will result in the removal of test administration privileges until such time that the training is completed.

**5-2. Indoctrination and Training of CTM and Testing Center Personnel.** AFS-630 is responsible for indoctrination and training of key CTD personnel. The CTM is responsible for the training of all testing center supervisors (TCSs), and TCSs are responsible for training the test proctors. The indoctrination and training will include all areas listed in paragraph 5-1.

**5-3. Initial Training of ATCSs and Test Proctors.** The TCS will provide initial training for the ATCS(s) and test proctor(s). The training will consist of technical and procedural aspects of the AKT Program (including the training areas listed in this chapter).

- a. Newly-appointed ATCSs and test proctors must receive initial training before commencing their duties.
- b. TCSs that have a break in service are not required to repeat initial training upon resuming their TCS duties, if the return to service is within 24 months of the initial training.
- c. The TCS will maintain records of initial training completion.

**5-4. Recurrent Training of CTM and Testing Center Personnel.**

- a. **AFS-630 will give the CTM recurrent training** on a biennial basis. In addition, the CTM will be given special training following any major change in testing procedures. AFS-630 will transmit specific procedures, changes of procedures, changes of policy, and other training information to the CTM.
- b. **The CTM is responsible for providing recurrent training** to all TCSs following any major changes in testing procedures. Also, the CTM must provide TCSs with a complete review of airman knowledge testing policies and procedures at least once every 12 months. TCSs are responsible for performing these same training processes for the test proctors.
- c. **AFS-630 will provide Recurrent Training Messages (RTMs)** on an as-needed basis. The CTM is responsible for distributing RTMs and providing associated training to all TCSs. TCSs are responsible for providing this recurrent training information to the test proctors. Test center personnel must read and initial all RTMs. The initialed RTMs must be filed in a readily accessible location. The RTMs can be viewed at or downloaded from the Regulatory Support Division's (AFS-600) Web site at <http://afs600.faa.gov>.
- d. **Each testing center must keep a file containing proof** of initial, annual and recurrent training. This file must include training records for all testing center personnel.

**5-5. Retention of Training Materials.** The TCS must maintain testing center personnel training records and FAA AKT-related guidance, policy, and reference materials within one readily accessible and organized filing or storage location. All testing center personnel should be familiar with the layout of the filing system and the documentation and materials contained therein.

- a. Each testing center must retain proof of initial and recurrent training. This file must include training records for all testing center personnel.
- b. Each testing center must maintain copies of AKT policy and reference materials, including, but not limited to the areas of training listed in this chapter.
- c. Each testing center must file all RTMs within this designated filing or storage location.

## Chapter 6. Security and Inspections

**6-1. General.** AKT Program supervision and policy information will be transmitted to the CTM by AFS-630. The CTM must promptly relay this information to the TCSs and ATCSs. The CTM should communicate with AFS-630 if there are questions concerning the AKT Program, including inquiries about inspection results and testing center discrepancies. Testing center personnel should resolve any questions with their CTM.

a. AFS-630 will analyze testing center performance and/or inspection results, and provide notifications to CTMs.

b. AFS-630 will coordinate proposed followup actions and resolution of testing center discrepancies with the CTM.

**6-2. Test and Data Accuracy and Security.** A primary responsibility of the CTM is accuracy, control, and security of airman testing data. The CTM is ultimately responsible for the accurate implementation of test bank and form test updates in accordance with the activation dates established by the FAA. The CTM must ensure the integrity of the knowledge testing process, and take no action that will cause or give the perception of a breach of FAA testing data integrity. No airman testing data may be destroyed or withheld from the FAA, unless otherwise prescribed in this order, or without written permission from AFS-630.

a. The CTD central processing computer must be secured and protected as U.S. Government *For Official Use Only* information. All airmen testing data is the property of the FAA and may not be used for any purposes not authorized by this order.

b. The central processing computer, testing center computers, and associated equipment used for applicant testing must be owned, or be under a binding contract or agreement for exclusive use by the CTD.

c. The CTM must notify AFS-630 of any change in network security applications, system access processes, IP address(es) of centralized servers which house FAA data, or any other significant testing system structure changes.

d. Access to airman personal and demographic information and test data by unauthorized persons is prohibited.

e. Test question bank answers must reside in the central processing computer and not at the testing center.

f. The testing center's computer terminals must not have a two-way communications feature operating during the test, which could provide unauthorized assistance to the applicant or contribute to test compromise.

**Note:** The CTM must ensure the CTD safeguards airman applicant and FAA airman knowledge test data in accordance with all applicable FAA data and information security regulations, orders, and policies.

**6-3. FAA Responsibilities.****a.** AFS-630 is responsible for:

(1) Conducting annual inspections of the CTD main office to determine compliance with the provisions of this order.

(2) Conducting periodic inspections of the CTD main office network and data security practices, including any software or applications which house and/or maintain FAA airman applicant or knowledge test data.

(3) Conducting electronic observation by reviewing statistical data and applicant survey reports.

(4) Conducting random inspections of testing centers.

(5) Notifying the FSDO or IFO manager when AFS-630 conducts a testing center inspection within their jurisdiction.

(6) Notifying the FSDO or IFO, within 15 business days after an inspection has been conducted, of followup actions taken to resolve testing center inspection discrepancies.

(7) Documenting inspection and followup activities in the Airman Testing Standards Database.

**b.** FSDO representatives are responsible for performing inspections of testing centers located within their geographical area of jurisdiction, in accordance with their National Program Guidelines (NPG). However, AFS-630 may request that a FSDO or IFO conduct a testing center inspection at any time.

**Note:** DANTEs test centers are not subject to 14 CFR part 183 (Air Agency) regulations; and are not required to undergo annual physical facility inspections. (See paragraph 10-4 for additional details.)

**c.** Inspections of a testing center must be conducted using the most current revision of the FAA AKT Center Inspection Job Aid. The job aid can be viewed at or downloaded from the following web site address: [http://www.faa.gov/education\\_research/testing](http://www.faa.gov/education_research/testing). This site also contains the FAA AKT Authorization Requirements Matrix and RTM. Additional ASI guidance has been incorporated into revisions of FAA Order 8900.1.

**Note:** If the FAA representative is unable to observe actual test administration, the testing center personnel may be questioned on test administration procedures. If testing is in progress, the representative should extend necessary courtesies and cooperation.

**d. Followup Action.** Any testing center inspection activity must be recorded in the PTRS. Notification of all discrepancies must be submitted, via phone, or by faxing or e-mailing the completed FAA AKT Center Inspection Checklist to AFS-630 (see par. 6-3.c.).

(1) AFS-630 will coordinate resolution of discrepancies with the respective CTM, within 10 business days after the inspection was conducted, in accordance with paragraph 4-8.

(2) If the FAA representative feels the discrepancy(ies) are deserving of emergency action, AFS-630 must be contacted immediately to coordinate a resolution plan and/or suspension of testing privileges at the offending center.

(3) Upon accomplishing a testing center inspection, the FAA representative must use one of the PTRS work activity codes for the inspection of AKT centers. The PTRS codes and descriptions will be abbreviated as follows in the PTRS database:

(a) Operations: 1663/183 SURVL/INSP COMPUTER TST CTR.

(b) Maintenance: 3679/183 SURVL/INSP COMPUTER TST CTR.

(c) Avionics: 5678/183 SURVL/INSP COMPUTER TST CTR.

(4) The ASI should put any findings/discrepancies in Section IV (Comment) of the PTRS Data Sheet Form (FAA Form 8000-36).

**Note:** Communications regarding testing center inspection results must be between the FSDO or IFO and AFS-630 only. FSDO and IFO personnel must not directly contact CTD or testing center personnel. In addition, CTD and testing center personnel must not directly contact FSDO or IFO representatives.

#### **6-4. Reporting of Irregularities and Infractions.**

**a.** The CTD must provide an electronic communications system for testing center personnel to advise the CTM of non-routine situations; e.g., equipment malfunctions, applicant misconduct, inaccurate registration data entry, etc.

**Note:** The FAA recommends that all testing center owners or principals, TCSs, ATCSs, and test proctors provide and maintain an electronic mail account, including communication of accurate electronic mail addresses to the CTM.

**b.** The CTM must immediately notify AFS-630 of any action taken by testing center personnel which would jeopardize the proper functioning of the AKT Program.

**6-5. Test Preparation Courses.** As part of the CTD's secure FAA test delivery network, knowledge test item banks must be separate from any test preparation programs managed or participated in by the CTD or its testing centers.

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## Chapter 7. Test Procedures—General

**7-1. Identification and Processing of Applicants.** The proctor administering an airman knowledge test must positively identify each applicant, ensure proper test authorization is presented (if applicable), and ensure proper completion of the testing center daily log.

**a.** Before test administration, the proctor must ensure that each applicant provides positive proof of identification, a permanent mailing address, and documentary evidence of age. The identification presented must include an issue date within the last five years, a current photograph, and signature.

(1) Private residence post office boxes are acceptable as permanent mailing address information. If a post office box is used, the applicant must also furnish a residential address in accordance with 14 CFR § 61.60

(2) The proctor must carefully compare the applicant's physical appearance against the photo identification presented at the time of test; and must also verify the applicant's logged signature against the signature on the identification presented.

**b.** The positive proof of identification may be presented in more than one form.

(1) Acceptable forms of photo identification for U.S. citizens and resident aliens include:

- U. S. driver's licenses,
- Government identification cards,
- Passports, alien residency cards, and
- Military identification cards.

(2) Acceptable forms of photo identification for non-U.S. citizens *must* include a passport, in addition to one or more of the following:

- U. S. driver's licenses,
- Government identification card, and/or
- Military identification card.

(3) If an applicant is under age 21, the applicant's parent or guardian may have to accompany the applicant and identify themselves as described above. The parent or guardian may then attest to the applicant's identity.

**c.** The proctor must not administer a test to an applicant who does not present proper test authorization. The applicant must comply with eligibility requirements. By signing the testing center daily log, applicants are certifying that they meet the applicable eligibility

requirements contained in chapter 8 of this order and the appropriate part of 14 CFR. If applicant eligibility is in doubt, the proctor should confer with the CTM. The CTM may find it necessary to contact AFS-630 for further guidance. (See par. 8-1 for information on authorization requirements.)

**d.** The proctor must make a legible photocopy of any identification and authorization documents presented at the time of applicant processing. These copies must be filed with the applicable daily log.

**e.** The testing center must provide a daily log for applicant sign-in and sign-out. The sign-in/out logs must be maintained in an accurate and complete manner, including posting of the IMPORTANT NOTICE FOR AIRMAN APPLICANTS (Figure 7-1) at the top of each log sheet. All applicants must be advised to read this notice before signing the log. The log sheet must be formatted to collect the following:

(1) Applicant's printed full legal name (in English), including name suffix.

**Note:** The name printed on the daily log must match the name to be printed on the resulting Airman Knowledge Test Report.

(2) Full legal signature.

(3) ID number or date of birth.

(4) Type of test.

(5) Date of test.

(6) Time in for each test.

(7) Time out for each test.

(8) Initials of the proctor for each test administered, for both the time in and time out.

**f.** Testing center daily logs must be retained for a period of two years. The daily logs and associated identification, eligibility and authorization information must be shredded upon expiration of the two-year retention period.

**Figure 7-1. Notice to be Placed at the Top of Each Sheet of the Testing Center Daily Log**

**IMPORTANT NOTICE FOR AIRMAN APPLICANTS**

By signing below, you are certifying that you do not already hold a valid, current certificate or rating in the area, which you are testing. Furthermore, you are certifying that you are in compliance with the appropriate FAA eligibility requirements; and, if this is a retest, you are also in compliance with the retesting requirements. Failure to meet these requirements may be grounds for enforcement action, which could result in suspension or revocation of any airman certificate or rating.

**7-2. Proctor Responsibilities.****a. Before the Test.**

(1) Instruct the applicant that he or she may not enter the testing area with personal possessions, including any type of portable phone, pager, electronic planner (e.g., PDA, Palm Pilot), or wrist watches with note pad capabilities. Applicants must secure their own personal possessions before entering the testing area (e.g., lock personal items in vehicle, etc.).

(2) Instruct the applicant that he or she may not communicate with any other student or test applicant once test administration has commenced.

(3) Instruct the applicant that he or she may not leave the testing area without proctor supervision or the test will be terminated.

(4) Ensure that the proper test is available.

(5) Furnish each applicant:

(a) An explanation of and opportunity to utilize the online tutorial, which explains the method for navigating within the testing system.

(b) The required supplement book.

(c) An accountable number of blank sheets of scratch paper.

(6) Inspect the aid(s) the applicant plans to use during the test to ensure that they meet the guidelines stated in paragraph 7-4.

(7) Answer applicant questions regarding the proper use of equipment.

**b. During the Test.**

(1) Provide surveillance of applicants at all times during test administration, including accompanying an applicant during any break (see par. 7-7).

(2) Monitor applicants' whereabouts and activities during any computer crash or system down time.

**Note:** Once the applicant leaves the testing center, or if a test cannot be resumed until the following day, a new test must be administered.

**c. After the Test.**

(1) Collect the same number of sheets of scratch paper as was distributed before the test.

(2) Collect the supplement book and inspect the book to ensure no extraneous marks exist.

(3) Issue the applicant an Airman Knowledge Test Report, ensuring that an embossed seal has been applied. (Appendix A, Figure 12.)

**Note:** The testing center must print only one copy of the Airman Knowledge Test Report for the applicant. Additional prints or photocopies of the test report are not to be kept on file at the testing center.

**7-3. Time Allowed for Tests.** The time allowed for the completion of a test must be explained to the applicant during initial registration. This time is based on previous experience and educational statistics, and is considered more than adequate for applicants with proper preparation and instruction. A test should not be started so near the testing center closing hour that the applicant is denied the full allotted time.

**a.** A test may be administered when less than the allotted time is available if the applicant signs an agreement statement waiving the right to the full allotted time. (Appendix A, Figure 13.) The test must be terminated at the time agreed upon by the applicant and the proctor.

**b.** The proctor should advise the applicant before the beginning of the test that when a break is necessary, test time continues uninterrupted. The applicant's whereabouts during this break must be monitored by the proctor.

**7-4. Use of Aids, Reference Materials, and Test Materials.** The applicant may use aids, reference materials, and test materials within the guidelines listed below, as long as actual test questions or answers are not revealed. All models of aviation-oriented calculators may be used, including small electronic calculators that perform only arithmetic functions (add, subtract, multiply, and divide). Simple programmable memories, which allow addition to, subtraction from, or retrieval of one number from the memory, are permissible. Also, simple functions, such as square root and percent keys are permissible. The following guidelines apply:

**a.** Applicants for airman knowledge tests may not take any written materials (either handwritten, printed, or electronic), other than the supplement book provided by the proctor, into the testing area.

**Note:** The test proctor is responsible for ensuring, when applicable, that the applicant receives the correct supplement book to be used during the knowledge test. Outdated, incomplete, or damaged supplement books must be discarded by the TCS. The TCS is also responsible for obtaining replacement supplement books.

**b.** Applicants may use scales, straightedges, protractors, plotters, navigation computers, blank log sheets, holding pattern entry aids, and electronic or mechanical calculators that are directly related to the test.

**c.** Manufacturer's permanently inscribed instructions on the front and back of such aids, e.g., formulas, conversions, regulations, signals, weather data, holding pattern diagrams, frequencies, weight and balance formulas, and air traffic control procedures are permissible.

**d.** Testing centers may provide calculators to applicants and/or deny applicants' use of their personal calculators based on the following limitations.

(1) Before, and upon completion of the test, while in the presence of the proctor, the applicant must actuate the ON/OFF switch or RESET button, and perform any other function that ensures erasure of any data stored in memory circuits.

(2) The use of electronic calculators incorporating permanent or continuous type memory circuits without erasure capability is prohibited. The proctor may refuse the use of the applicant's calculator when unable to determine the calculator's erasure capability.

(3) Printouts of data must be surrendered at the completion of the test if the calculator incorporates this design feature.

(4) The use of magnetic cards, magnetic tapes, modules, computer chips, or any other device upon which pre-written programs or information related to the test can be stored and retrieved is prohibited.

(5) The applicant is not permitted to use any booklet or manual containing instructions related to use of test aids.

**e.** Dictionaries are not allowed in the testing area.

**f.** The proctor makes the final determination regarding aids, reference materials, and test materials an applicant may take into the testing area.

**7-5. Testing Procedures for Dyslexic Applicants.** A dyslexic applicant may request approval from AFS-630, through the local FSDO or IFO, to take an airman knowledge test. Dyslexic applicants may be afforded up to one and one-half times the standard time allotted to complete the airman knowledge test.

**a.** A dyslexic applicant must contact their local FSDO or IFO to request approval to take an airman knowledge test using one of the three options listed below in preferential order.

(1) Option one. Use current testing facilities and procedures whenever possible.

(2) Option two. Applicants may use a Franklin Speaking Wordmaster® to facilitate the testing process. The Wordmaster® is a self-contained electronic thesaurus that audibly pronounces typed-in words and presents them on a display screen. It has a built-in headphone jack for private listening, which must be used during testing to avoid disturbing others.

(3) Option three. Applicants who do not choose to use the first or second option may request a proctor to assist in reading specific words or terms from the test questions and/or supplement book. In the interest of preventing compromise of the testing process, the proctor must be someone who is non-aviation oriented. The proctor must provide reading assistance only, with no explanation of words or terms. When this option is requested, the FSDO or IFO inspector must contact AFS-630 for assistance in selecting the test site and proctor.

**Note:** Applicants desiring to test using procedures other than those described in the preceding options must first seek permission from AFS-630.

**b.** The applicant's request through the FSDO or IFO must include:

(1) A copy of medical documentation, including the diagnosing physician's name and contact information, verifying the applicant has a dyslexic condition.

(2) Requested method of test administration.

**c.** AFS-630 will confirm receipt of the applicant's request, including applicable documentation and a statement confirming that the applicant has been advised of the regulatory certification requirement of being able to read, write, speak, and understand the English language.

**d.** AFS-630 will respond to the applicant, through the field office, regarding approval or disapproval of the request. Approved requests will include the designated testing center location, proctor name, test administration method, and appointment time.

#### **7-6. Test Administration for CTD, Testing Center, and Associated Personnel.**

**a.** CTD personnel who desire to take an airman knowledge test must not be administered the test at a site under the CTD where they are employed. The test must be administered by another CTD's testing center.

**b.** Any individual involved with the testing process in any capacity, or any employee directly related to a testing center is required to take a knowledge test at a site other than the one with which he or she is associated.

**c.** Individuals who are employed by a company that operates a testing center, and who desire to take an airman knowledge test, must not be administered the test at his or her employer's testing center. The test must be administered at another location.

d. If the testing center is co-located with a flight school, and a flight instructor wishes to take a test at his or her assigned location, he or she may do so providing there is no involvement with subject testing center. The test proctor is responsible for making sure that flight instructors are subject to the same surveillance requirements as any other applicant.

**7-7. Visual or Video Surveillance of Applicants During Tests.** The proctor must be able to clearly and fully view all applicants at all times, be aware of all activities in the testing room, and be alert for any misconduct. Convex mirrors are not an acceptable method of surveillance and are not to be considered a replacement for any of the following surveillance methods.

a. When an applicant break is necessary, the applicant must be accompanied by a test proctor (i.e., to the water fountain or to the outer door of the restroom).

(1) The test proctor must advise applicants that leaving the testing area without test proctor supervision will result in termination of the applicant's exam. Any applicant leaving the testing room without supervision will have their test terminated.

(2) Visual surveillance of applicants does not preclude the performance of other tasks by the proctor; however, additional duties must not interfere with applicant surveillance. If additional duties require the proctor to be out of the visual or video surveillance range, the proctor must arrange for another trained proctor to perform surveillance before leaving the area.

b. Video surveillance systems are authorized. The systems must cover the entire testing area and permit the person who administers the test to have a clear and full view of each applicant and testing station on a video monitor.

(1) If video monitoring is used, a sign must be visible to the applicants advising that the testing area is being video-monitored.

(2) Video surveillance of applicants does not preclude the performance of other tasks by the proctor; however, additional duties must not interfere with applicant surveillance.

(3) Recording of video-monitored testing activity is not required. However, if a recording system is used, the video must be retained, either on tape or via electronic means, for a minimum of 10-business days.

**7-8. Applicant Misconduct During Testing.**

a. Testing center personnel must report all violent, disruptive, or abusive acts, including incidents or allegations of cheating, to their CTM and the appropriate FSDO or IFO. The CTM must immediately contact AFS-630.

**Note:** Reports of cheating involving testing center personnel may result in the immediate suspension of all testing privileges in accordance with paragraph 3-11. Confirmed cases may result in the permanent shutdown of that testing center. In addition, appropriate enforcement action may be taken against testing center personnel or any applicant that might be involved.

**b.** If an applicant appears to be cheating, the proctor must immediately discontinue the test and escort the applicant from the area to avoid disturbing others who may be taking tests. The proctor must collect the applicant's authorization, all test materials, including supplement book(s), and advise the applicant that further testing may continue only after the FAA completes an investigation.

(1) The proctor must immediately notify the CTM and local FSDO or IFO, by telephone, of the alleged cheating incident. The TCS must keep any evidence related to the cheating incident in a secured area until it is given to the FSDO or IFO.

(2) The CTM must immediately notify AFS-630.

(3) The FSDO or IFO must notify AFS-630, by telephone, followed by written communication, of the known facts relating to the incident. This notice may include the FSDO's or IFO's recommendation to put the applicant on test registration hold until such time that the investigation is concluded.

(4) The FSDO or IFO must contact the jurisdictional FAA servicing security element to coordinate an investigation to be conducted in accordance with FAA Order 2150.3, Compliance and Enforcement Program.

(5) Upon completion of the FSDO or IFO and servicing security element investigation, the FSDO or IFO must provide written notification of the results to AFS-630, including any recommendation to put the applicant on test registration hold.

(6) If the charge of cheating is judged in favor of the applicant, AFS-630 will make arrangements to administer a new test.

**7-9. Handling Applicant Comments on Tests.** The CTD must provide an opportunity for applicants to enter comments into the computer regarding their testing experience and environment and comments on FAA test questions.

**a.** The proctor must not express opinions regarding test questions or answers before, during, or after a test session.

**b.** If an applicant requests to have a test hand scored, the request must be in the form of a signed letter to AFS-630.

**7-10. Duplicate Airman Knowledge Test Reports.** A testing center must provide an applicant only one Airman Knowledge Test Report.

**a.** If an Airman Knowledge Test Report cannot be printed at the testing center at the time of completion of an applicant's test, the testing center must contact the CTD home office. Within 48 hours, the home office must print the test report, seal it with the home office's official raised seal, and mail the report to the applicant.

**b.** Once an applicant leaves the testing center, upon completion of an airman knowledge test, a duplicate test report must not be furnished by the testing center for any reason.

c. Unauthorized production of duplicate test reports is cause for permanent closure of a testing center.

d. An applicant who requires a duplicate test report due to loss, theft, or destruction of the original must send a signed request, including a check or money order for \$1, to: Federal Aviation Administration, Airmen Certification Branch (AFS-760), P.O. Box 25082, Oklahoma City, OK 73125.

e. AFS-760 may issue a facsimile to inform applicants of test results only in certain cases, such as applicants whose requests are job-related. However, an applicant may not use a facsimile in lieu of an official Airman Knowledge Test Report to take a practical test for an FAA airman certificate or rating.

**7-11. Erroneous Airman Knowledge Test Reports.** If an error is detected on an Airman Knowledge Test Report, the applicant may either:

a. Contact the Federal Aviation Administration, Airmen Certification Branch (AFS-760), P.O. Box 25082, Oklahoma City, OK 73125; or

b. Present proof of correct information at the time of the practical test or at the time of certificate application. If proof is presented at the time of the practical test, the practical test examiner must provide a certifying statement that the correct information was presented. This statement, along with a photocopy of the applicant's identification, must accompany the airman's certification file that is forwarded to AFS-760.

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## Chapter 8. Eligibility Requirements

### 8-1. Authorization Matrix.

a. The FAA AKT Authorization Requirements Matrix contains the following information:

- Test codes,
- Test names,
- Number of questions on each test,
- Minimum eligibility age,
- Time allotted for each test,
- Minimum passing score for each test,
- Acceptable forms of authorization, and
- Retesting policies.

b. The matrix may be viewed at or downloaded from the following Web site address. [http://www.faa.gov/education\\_research/testing](http://www.faa.gov/education_research/testing). The matrix is intended as a reference tool only. For additional information on eligibility requirements, test selection, and authorization requirements, refer to the remainder of this chapter or the appropriate portion of parts 61, 63, and 65.

**8-2. Faxed Authorizations.** A testing center may accept a faxed authorization for an applicant to take an airman knowledge test, if the following criteria are met. This faxed authorization policy applies only to initial test takes and does NOT apply to retests after failure or retests for a higher score.

a. The authorization must be faxed directly to the testing center.

b. The source of the fax must be identifiable, including the name of the company sending the fax, the sending company's fax and phone number, and the date and time of the fax transaction. (This information must be programmed into the sender's fax machine, so that it automatically prints in the top and/or bottom margin(s) of the page as it is received through the receiving testing center's fax machine.)

c. Certificate of Completion faxes may include an electronic signature initiated by approved organizations.

d. Each test proctor should use their best judgment in determining whether or not an authorization appears to be valid. If there is any doubt as to the validity of the authorization the

TCS, ATCS, or proctor must contact the issuer at the phone number listed in the margin of the fax to verify that the document is legitimate.

**8-3. Selection of Test.** The appropriate test must be administered to an applicant. The administration of an inappropriate test does not constitute a valid evaluation of the applicant's aeronautical knowledge and will not be accepted. The proper test for the specific certificate or rating must be administered before the applicant's file can be processed by the Airmen Certification Branch (AFS-760). The following examples should be noted.

- a. The commercial pilot test may NOT be substituted for the military competence test.
- b. The commercial pilot test may NOT be substituted for the recreational or private pilot test.
- c. The instrument rating test may NOT be substituted for the instrument rating—foreign pilot test.
- d. An airline transport pilot test may NOT be substituted for an instrument rating test or other pilot certificate tests.
- e. An airman knowledge test for a specific certificate or rating must NOT be administered to an applicant who already holds a valid, current certificate or rating in that area.

**Figure 8-1. Test Eligibility**

<b>TESTING AREA</b>	<b>MINIMUM AGE</b>	<b>APPLICABLE REGULATIONS</b>
Recreational Pilot	15	section 61.96
Private Pilot (except Balloon and Glider)	15	section 61.103
Private Pilot (Balloon and Glider)	14	section 61.103
Commercial Pilot	16	section 61.123
Flight Instructor	16	section 61.183
Airline Transport Pilot	21	section 61.153
Sport Pilot	45	section 61.305
Designated Examiner	21	None
Instrument Rating (Airplane or Helicopter)	15	section 61.65
Instrument Rating (Foreign Pilot)	Not applicable	section 61.75(d)
Military Competence (Private/Commercial)	Not applicable	section 61.73

Flight Engineer	19	section 63.31*
Aircraft Dispatcher	21	section 65.53
Aviation Mechanic	16	section 65.71
Parachute Rigger	16	sections 65.113/.119
Military Competence (Parachute Rigger)	17	sections 65.113/.117
Ground Instructor (Basic, Advanced, Instrument)	16	section 61.213
Inspection Authorization	21	section 65.91
Fundamentals of Instructing	16	sections 61.183/65.53

A satisfactory test report will expire before the applicant being eligible for the certificate (AD age 23, FE age 21) unless the applicant is eligible for an extension under section 63.35 (FE). There are no provisions for extending the test report of the aircraft dispatcher applicant. All underage applicants for the AD or FE certificate that have a satisfactory test report may take the practical test. If the applicant satisfactorily completes the practical test, a Letter of Aeronautical Competency will be issued to the applicant.

\*See paragraph 8-9.

**8-4. Applicant Age Requirements.** Age requirements for applicants to take airman knowledge tests are given in Figure 8-1.

**8-5. Test Credit for a Flight Instructor Applicant.** An applicant for a flight instructor certificate or ground instructor certificate must take the fundamentals of instructing (FOI) test unless the applicant:

- a. Holds a flight instructor or a ground instructor certificate issued under part 61.
- b. Has received a passing grade on the FOI test.
- c. Holds a current teacher's certificate issued by a municipality, city, county, state, or foreign country that authorizes the applicant to teach at an educational level of seventh grade or higher.
- d. Is employed as a teacher in an accredited college or university.

**8-6. Requirements for Aviation Mechanic Applicants.** The aviation mechanic general (AMG), aviation mechanic airframe (AMA), and aviation mechanic powerplant (AMP) knowledge tests may be taken when an applicant presents one of the following.

- a. An FAA Form 8610-2, Airman Certificate and/or Rating Application, endorsed by an ASI (Airworthiness) in block V. (Appendix A, Figure 14.)

(1) If an applicant possesses a mechanic certificate with either an airframe or powerplant rating, the general test must not be administered.

(2) When an applicant presents an original FAA Form 8610-2 as authorization for a mechanic (AMG, AMA, or AMP) test, return it to the applicant. A testing center may make a photocopy of the form for its files, if desired.

**Note:** All applicants for the general test must present a completed application or graduation certificate showing either a powerplant or airframe rating eligibility, or must present evidence to the testing center that he or she has been authorized to take the general test based on the school having an exemption to part 65, §§ 65.75(a) and 65.80.

**b.** A graduation certificate or certificate of completion from a testing center affiliated with an FAA-certificated AMTS. The applicant's name, graduation date, and curriculum from which they graduated must appear on a certified graduate list provided to the testing center by the AMTS. This list must be signed by an authorized AMTS official. A graduate from an AMTS need not present the graduation certificate or certificate of completion to an ASI (Airworthiness) before taking the knowledge tests provided the tests are administered by the affiliated testing center.

(1) Graduates taking any aviation mechanic test at a testing center other than one affiliated with the AMTS must present a graduation certificate or certificate of completion to an ASI (Airworthiness) or aviation safety technician (AST) before testing. The ASI or AST must review the documents, and complete and sign block V of FAA Form 8610-2.

**Note:** Graduation certificates may NOT be accepted as proper authorization in nonaffiliated testing situations.

(2) The exam date for a mechanic knowledge test should not precede the date of the graduation certificate date.

**c.** A passed, failed, or expired original test report for the specific test.

**8-7. Requirements for Pilot and Instructor Applicants.** Satisfactory completion of ground instruction or a home-study course, appropriate to the certificate or rating sought, is required of an applicant for a pilot or instructor knowledge test. Any one of the following options may be presented as evidence of meeting this requirement.

**a.** A certificate of graduation from a pilot training course conducted by an FAA-certificated pilot school or a statement of accomplishment from the school certifying satisfactory completion of the ground school portion of the course.

**b.** A certificate of graduation or statement of accomplishment from a ground school course conducted by an agency, such as a high school, college, adult education program, U.S. Armed Forces, Civil Air Patrol, or ROTC Flight Training Program.

- c. A certificate of graduation from an aviation correspondence course, with an authorized FAA instructor endorsement, certifying that the applicant possesses the required knowledge for that specific certificate or rating.
- d. A written statement or logbook entry made by an authorized FAA flight or ground instructor certifying that the applicant has satisfactorily completed the ground instruction required for the certificate or rating sought.
- e. An endorsement from an authorized instructor certifying that the applicant accomplished a ground-training or a home-study course required by part 61, § 61.105 for the certificate or rating sought and is prepared for the knowledge test.

**8-8. Requirements for Sport Pilot and Flight Instructor with a Sport Pilot Rating Applicants.** To take a sport pilot knowledge test or a flight instructor with a sport pilot rating test, an applicant must hold one of the following.

- a. Certificate of graduation or a statement of accomplishment certifying the satisfactory completion of the ground school portion of a course for the certificate or rating sought. The certificate or statement may be issued by an FAA-certified pilot school or an agency, such as a high school, college, adult education program, Civil Air Patrol, or Reserve Officers Training Corps (ROTC) flight training school.
- b. Written statement or logbook endorsement from an authorized ground or flight instructor certifying that the applicant completed an applicable ground training or home study course and is prepared for the knowledge test.
- c. Failed, passing or expired Airman Knowledge Test Report, provided the applicant still has the ORIGINAL test report in his or her possession. (See pars. 8-19 and 8-20.)
- d. Expired test/credit letter issued by the Airmen Certification Branch (in lieu of a duplicate Airman Knowledge Test Report).

**8-9. Requirements for Flight Engineer Applicants.** To take a flight engineer knowledge test, an applicant must hold one of the following:

- a. An FAA commercial pilot certificate with an instrument rating or airline transport pilot (ATP) certificate.
- b. A foreign unrestricted commercial pilot or ATP license issued by an International Civil Aviation Organization (ICAO) member state.
- c. An endorsement from a person authorized to recommend flight engineer applicants (Appendix A, Figures 15 and 16). The endorsement must certify that the applicant meets the knowledge requirements of part 63, § 63.35(c), and the aeronautical experience requirements of § 63.37.
- d. A passed, failed, or expired original test report for the specific test.

**8-10. Age Requirements for Flight Engineer and Dispatcher Applicants.** Applicants taking the flight engineer test must be 19 years of age, and applicants taking the dispatcher test must be 21 years of age. (Refer to Figure 8-1 for additional information.)

**8-11. Requirements for Parachute Rigger Applicants.** FAA Form 8610-2, Airman Certificate and/or Rating Application, endorsed by an ASI (Airworthiness) in Block V, is required for parachute rigger applicants. (Appendix A, Figure 14.)

**8-12. Requirements for Inspection Authorization Applicants.** FAA Form 8610-1, Mechanic's Application for Inspection Authorization, endorsed by an ASI (Airworthiness) in block number 14, is required for inspection authorization applicants. (Appendix A, Figure 17.)

**8-13. Military Competence and Foreign Pilot Instrument Rating Tests.** The FAA requires knowledge tests for the issuance of pilot certificates based on military competency or foreign pilot instrument ratings. However, the applicant must meet the requirements of part 61, §§ 61.73 or 61.75, as appropriate, before applying for the airman certificate rating.

**a.** Section 61.73 requires that a military or former military pilot who applies for a commercial pilot certificate on the basis of military competency complete a knowledge test. Two versions of the test are available.

(1) Administer the military competence airplane (MCA) test to the applicant who seeks a commercial pilot certificate with an airplane category rating.

(2) Administer the military competence helicopter (MCH) test to the applicant who seeks a commercial pilot certificate with a rotorcraft/helicopter category and class rating.

**Note:** An applicant who is qualified in both airplanes and helicopters may choose to take either the MCA or MCH test.

**b.** Section 61.75 requires the holder of a current foreign pilot certificate with instrument rating issued by a member state of the ICAO, who applies for instrument privileges based on that certificate, be given an instrument rating—foreign pilot knowledge test (IFP). Do not substitute an initial or added rating instrument knowledge test for the IFP knowledge test.

**c.** Administer an initial instrument rating knowledge test to a foreign pilot applicant who desires to take the instrument rating practical test and be issued a certificate with the notation U.S. TEST PASSED.

**d.** When a foreign pilot applicant passes a knowledge test, the applicant must present that report and documents which substantiate eligibility in accordance with § 61.75, to a local FSDO or IFO ASI (Operations). When the ASI determines that the applicant meets the requirements of the applicable CFR, an FAA Form 8060-4, Temporary Airman Certificate, may be issued to the applicant.

**e.** If the foreign pilot applicant does not receive a passing score, the applicant must meet the requirements of part 61, § 61.49 before retaking that knowledge test.

**8-14. Military Competence Parachute Rigger Tests.** To be eligible for a parachute rigger certificate based on military competency, the applicant must meet the requirements of part 65, §§ 65.113 and 65.117. The applicant must present a completed FAA Form 8610-2 (Appendix A, Figure 14), approved and signed by an ASI (Airworthiness) from the local FSDO or IFO, to the test site registrar before taking the knowledge test.

**8-15. Transitioning Between Powered and Nonpowered Category and Class Rating Tests.**

**a.** When applying for an additional category or class rating, a knowledge test is NOT required for an applicant who holds a recreational, private, or commercial pilot certificate with a category and class rating for powered aircraft.

**b.** When applying for a category or class rating for powered or nonpowered aircraft, a knowledge test IS required for an applicant who holds a recreational, private, or commercial pilot certificate with a category and class rating for nonpowered aircraft, i.e., glider and hot air balloon. (See Figures 8-2 through 8-4 for examples of the addition of category and class ratings.)

**8-16. Private Pilot Transition Tests.** Administer a transition test to an applicant who holds a recreational pilot certificate with an airplane, gyroplane, or helicopter rating, and meets the knowledge requirements for the private pilot certificate with the corresponding rating. A transition test may be administered to an applicant who holds an appropriate recreational pilot test report with a passing grade. (Figure 8-5.)

**8-17. Added rating tests.** Added rating tests may be administered to an applicant who meets specific requirements; however, the applicant has the option of taking the full test. Added rating tests are available for holders of airline transport pilot, flight instructor, and flight engineer certificates, or for holders of valid test reports for those certificates. These tests are specific in content and shorter than initial tests. (Figures 8-6 through 8-9.)

**Note:** Before being administered an added rating test for a flight instructor certificate, the applicant must present evidence of having received ground instruction or of having satisfactorily completed a home-study course in the appropriate knowledge areas. This is normally accomplished by an instructor logbook endorsement. (Figures 8-6 through 8-9.)

**8-18. Administration of Knowledge Tests to Non-U.S. Citizens.** Since knowledge tests are considered ground training, applicants who are not U.S. citizens may take airman knowledge tests without complying with the Transportation Security Administration's Alien Flight Student Program.

**8-19. Retesting After Failure.** The applicant must surrender the previous test report to the proctor before retesting. The original test report is to be retained by the proctor and attached to the applicable sign-in/out log after administering the retest. The latest test taken will reflect the official score.

**a.** As stated in part 61, § 61.49, an applicant may apply for retesting after receiving additional training and an endorsement from an authorized instructor who has determined the

applicant has been found competent to pass the test. The endorsement must include the date(s) and number of hours additional instruction.

**Note:** Administer either the part 121 or the part 135 test to an applicant for retest after failure of a part 121 or part 135 ATP test.

**b.** As stated in part 63, § 63.41, an applicant for a flight engineer certificate who fails a knowledge test for that certificate may apply for retesting:

(1) After 30 days after the date the test was failed; or

(2) After the applicant has received additional practice or instruction and an endorsement made by the applicant's instructor or other authorized flight engineer as stated in Appendix A, figure 18.

**c.** As stated in part 65, § 65.19, with the exception of inspection authorization applicants, an applicant for a knowledge test for a certificate and rating, or for an additional rating under part 65, may apply for retesting:

(1) After 30 days after the applicant failed the test; or

(2) Before the 30 days have expired if the applicant presents a signed statement from an airman holding the certificate and rating sought by the applicant, certifying that the airman has given the applicant additional instruction in each of the subjects failed and considers the applicant ready for retesting.

**d.** As stated in part 65, § 65.91, an applicant for inspection authorization who fails a test under § 65.91 may not apply for retesting until 90 days after the date of the failed test.

**e.** Before retaking a designated examiner knowledge test, an applicant must wait 30 days from the date that the previous test was taken.

**8-20. Retesting for Higher Score.** Test applicants who have received a passing grade may retake the same test for a higher score after 30 days. The applicant must surrender the previous test report to the proctor before retesting. The proctor must destroy the original test report after administering the retest. The latest test taken will reflect the official score.

**8-21. Validity Period for Tests.** All airman knowledge tests have an expiration date of 24-calendar months except:

**a. Airline Transport Pilots.** Airline transport pilot test expiration dates may be extended for applicants who meet the requirements of part 61, § 61.39(b).

**b. Flight Engineer.** Flight engineer test expiration dates may be extended for applicants who meet the requirements of part 63, § 63.35(d).

**c. Reports without Expiration Date.** All knowledge test reports that do not have an expiration date reflected on the test report expired March 31, 1997.

**Figure 8-2. Recreational Pilot-Addition of Category and Class Ratings**

<b>Category and Class Rating Held</b>	<b>Category and Class Rating Sought</b>	<b>Knowledge Test Required</b>
RPA or RPG	RPH	None
RPA or RPH	RPG	None
RPG or RPH	RPA	None

**Figure 8-3. Private Pilot-Addition of Category and Class Ratings**

<b>Category and Class Rating Held</b>	<b>Category and Class Rating Sought</b>	<b>Knowledge Test Required</b>
PRH, PRG, or PLA	PAR	None
PAR, PRG, or PLA	PRH	None
PAR, PRH, or PLA	PRG	None
PAR, PRH, PRG, or PLA	PGL	None
PAR, PRH, PRG, or PLA	PBH	None
PAR, PRH, PRG, or PLA	PBG	None
PAR, PRH, or PRG	PLA	None
PBG, PBH, or PGL	PAR	PAR
PBG or PBH	PGL	PGL
PBG, PBH, or PGL	PRH	PRH
PBG, PBH, or PGL	PRG	PRG
PBG, PBH, or PGL	PLA	PLA
PGL or PBG	PBH	PBH
PGL or PBH	PBG	PBG

**Figure 8-4. Commercial Pilot-Addition of Category and Class Ratings**

<b>Category and Class Rating Held</b>	<b>Category and Class Rating Sought</b>	<b>Knowledge Test Required</b>
CRH, CRG, or CLA	CAX	None
CAX, CRG, or CLA	CRH	None
CAX, CRH, or CLA	CRG	None
CAX, CRH, CRG, or CLA	CGX	None
CAX, CRH, CRG, or CLA	CBH	None
CAX, CRH, CRG, or CLA	CBG	None
CAX, CRH, or CRG	CLA	None
CBG, CBH, or CGX	CAX	CAX
CBG or CBH	CGX	CGX
CBG, CBH, or CGX	CRH	CRH
CBG, CBH, or CGX	CRG	CRG
CBG, CBH, or CGX	CLA	CLA
CGX or CBG	CBH	CBH
CGX or CBH	CBG	CBG

**Figure 8-5. Recreational Pilot-Private Pilot Transition Tests**

<b>Certificate/Rating Held or Knowledge Test Passed</b>	<b>Certificate/Rating Sought</b>	<b>Administer</b>
RPA	PAR	PAT
RPG	PRG	PGT
RPH	PRH	PHT

**Figure 8-6. Airline Transport Pilot—Added Rating Tests**

<b>Certificate/Rating Held or Knowledge Test Passed</b>	<b>Certificate/Rating Sought</b>	<b>Administer</b>
ATP—Airplane	ATP—Helicopter	ARH
ATP—Helicopter	ATP—Airplane	ARA

**Figure 8-7. Administration of Flight Instructor–Full Tests**

<b>Certificate/Rating Held or Knowledge Test Passed</b>	<b>Certificate/Rating Sought</b>	<b>Administer</b>
None	FIA (initial)	FIA–full test
None	FRH (initial)	FRH–full test
None	FII (initial)	FII–full test
None	FIH (initial)	FIH–full test
None	FIG (initial)	FIG–full test
None	FRG (initial)	FRG–full test
None	FIP (initial)	FIP–full test
None	FPL (initial)	FPL–full test
FIA	FII (adding)	FII–full test
FIA	FIH (adding)	FIH–full test
FII	FIP (adding)	FIP–full test
FII	FIA (adding)	FIA–full test
FII	FRH (adding)	FRH–full test
FII	FIG (adding)	FIG–full test
FII	FRG (adding)	FRG–full test
FII	FPL (adding)	FPL–full test
FRH	FIH (adding)	FIH–full test
FRH	FII (adding)	FII–full test
FIH	FIP (adding)	FIP–full test
FIH	FIA (adding)	FIA–full test
FIH	FRH (adding)	FRH–full test
FIH	FIG (adding)	FIG–full test
FIH	FRG (adding)	FRG–full test
FIH	FPL (adding)	FPL–full test
FIG	FIP (adding)	FIP–full test
FIG	FIA (adding)	FIA–full test
FIG	FRH (adding)	FRH–full test
FIG	FRG (adding)	FRG–full test
FIG	FII (adding)	FII–full test
FRG	FII (adding)	FII–full test
FIP	FIA (adding)	FIA–full test

**Figure 8-7. Administration of Flight Instructor–Full Tests (Continued)**

<b>Certificate/Rating Held or Knowledge Test Passed</b>	<b>Certificate/Rating Sought</b>	<b>Administer</b>
FIP	FRH (adding)	FRH–full test
FIP	FIG (adding)	FIG–full test
FIP	FRG (adding)	FRG–full test
FIP	FII (adding)	FII–full test
FIP	FPL (adding)	FPL–full test
FPI	FIP (adding)	FIP–full test
FPI	FIA (adding)	FIA–full test
FPI	FRH (adding)	FRH–full test
FPI	FIG (adding)	FIG–full test
FPI	FRG (adding)	FRG–full test
FPI	FPL (adding)	FPL–full test

**Figure 8-8. Administration of Flight Instructor–Short Tests**

<b>Certificate/Rating Held or Knowledge Test Passed</b>	<b>Certificate/Rating Sought</b>	<b>Administer</b>
FIA	FIP (adding)	AFP–short
FIA	FRG (adding)	GFA–short
FIA	FRH (adding)	HFA–short
FIA	FIG (adding)	AFG–short
FIA	FPL (adding)	FPA–short
FIH	FII (adding)	AIF–short
FIH	FPI (adding)	IPI–short
FII	FIH (adding)	HIF–short
FII	FPI (adding)	IPI–short
FRG	FIP (adding)	AFP–short
FRG	FIA (adding)	AFA–short
FRG	FRH (adding)	HFA–short
FRG	FIG (adding)	AFG–short
FRG	FPL (adding)	FPA–short
FRH	FIP (adding)	AFP–short
FRH	FIA (adding)	AFA–short

**Figure 8-8. Administration of Flight Instructor–Short Tests (Continued)**

<b>Certificate/Rating Held or Knowledge Test Passed</b>	<b>Certificate/Rating Sought</b>	<b>Administer</b>
FRH	FRG (adding)	GFA–short
FRH	FIG (adding)	AFG–short
FRH	FPL (adding)	FPA–short
FPL	FIA (adding)	AFA–short
FPL	FRH (adding)	HFA–short
FPL	FRG (adding)	GFA–short
FPL	FIG (adding)	AFG–short
FPL	FIP (adding)	AFP–short
FIG	FPL (adding)	FPA–short

**Figure 8-9. Administration of Flight Engineer Tests**

<b>Flight Engineer Certificate Held Or Knowledge Test Passed</b>	<b>Rating Sought</b>	<b>Administer</b>
None	Turbojet	FEX
None	Turboprop	FET
None	Reciprocating Engine	FEN
FEX	Turboprop	FEP
FEX	Reciprocating Engine	FER
FET	Turbojet	FEJ
FET	Reciprocating Engine	FER
FEN	Turbojet	FEJ
FEN	Turboprop	FEP

**Figure 8-10. Certificate/Rating Test Codes**

<b>Full Tests</b>	<b>Added Rating Tests</b>
Airline Transport Pilot - Airplane (Part 121)	ATP
Airline Transport Pilot - Airplane (Part 135)	ATA
Airline Transport Pilot - Helicopter (Part 135)	ATH
Airline Transport Pilot - Powered Lift (Part 135)	ATL
Flight Instructor - Airplane	FIA
Flight Instructor - Instrument - Airplane	FII
Flight Instructor - Rotorcraft - Helicopter	FRH
Flight Instructor - Instrument - Helicopter	FIH
Flight Instructor - Glider	FIG
Flight Instructor - Rotorcraft - Gyroplane	FRG
Flight Instructor - Powered Parachute	FIP
Instrument Rating - Airplane	IRA
Instrument Rating - Helicopter	IRH
Flight Engineer - Turbojet and Basic	FEX
Flight Engineer - Turboprop and Basic	FET
Flight Engineer - Reciprocating Engine and Basic	FEN
Airline Transport Pilot - Airplane (PART 135)	ARA
Airline Transport Pilot - Helicopter (PART 135)	ARH
Flight Instructor - Airplane	AFA
Flight Instructor - Glider	AFG
Flight Instructor - Instrument - Airplane	AIF
Flight Instructor - Rotorcraft - Helicopter	HFA
Flight Instructor - Instrument - Helicopter	HIF
Flight Instructor - Rotorcraft - Gyroplane	GFA
Flight Instructor - Powered Parachute	AFP
Flight Engineer - Turbojet	FEJ
Flight Engineer - Turboprop	FEP
Flight Engineer - Reciprocating Engine	FER

## Chapter 9. Data Collection and Test Report Specifications

**9-1. Applicant Registration.** The CTD registrar or test proctor must enter the required information into the applicant's data file. CTD and testing center registration personnel may be subject to random data entry and collection proficiency checks conducted by the FAA.

### a. Personal Information.

- (1) Full legal name of applicant last, first, middle, (e.g., Jones, William Henry).
- (2) Name suffix, if applicable, (i.e., Jr., Sr., III). (Appendix A, Figure 3, Field 6.)
- (3) Applicant's date of birth (e.g., 02211958).
- (4) Applicant's mailing address (number and street, apartment number, P.O. Box or rural route, city, state/country, and zip code).
- (5) Applicant's citizenship. (Appendix A, Figure 19.)
- (6) Applicant's U.S. Social Security Number, if voluntarily provided, or eight-digit date of birth (e.g., 02211960).

### b. Test Information.

- (1) Date of test (e.g., 10262002).
- (2) Title of test (e.g., Private Pilot—Airplane).
- (3) Test code (e.g., PAR).
- (4) Take number.
  - (a) For an initial test, enter 1.
  - (b) For retakes within 24-calendar months, enter the next successive number (e.g., 2, 3, 4, etc.). If there is a break of more than 24 months from the last test date, start again with 1.

### c. Course Completion Date and School Certificate Number.

- (1) If the applicant has completed an FAA-approved course, enter the completion date and school certificate number.
- (2) For pilot applicants, enter the school certificate number if the applicant has completed a course from an FAA-approved part 141 pilot school.
- (3) For mechanic applicants, enter the school certificate number if the applicant has completed a course from an FAA-approved 14 CFR part 147 school.

**Note:** AFS-630 will provide the CTD registrar a list of parts 141 and 147 schools and their certificate numbers. No entry must be made if a school is not on the provided list. Part 147 school numbers must not be entered for part 141 exam registrations; likewise, part 141 school numbers must not be entered for part 147 related exams.

**9-2. Airman Knowledge Test Report Specifications.** The CTD must develop Airman Knowledge Test Reports that conform to the following requirements.

**a. Print Size.**

- (1) Line 31 must be 18 point in color red. (Preprinted paper is acceptable.)
- (2) Lines 34 through 43 must be a minimum of 9 point.
- (3) All other lines of the test report must be 10 point.

**b. Print Quality.** Use of a laser printer is recommended to facilitate FAA microfilm processing.

**c. Paper Quality.** Use plain white 8 1/2 by 11 inch paper of 20-pound weight.

**d. Test Report Content.** The information contained on the Airman Knowledge Test Report must follow the layout as described in Appendix A, Figure 12. (The numbers that appear in the left margin of the figure are for format design only and must not appear on the actual test report issued to the applicant.)

**e. Miscellaneous Requirements.**

- (1) Two-inch header and footer must be available for the CTD's approved logo, address, and telephone number(s).
- (2) "DO NOT LOSE THIS REPORT" must be printed, in all caps and centered, in the middle portion of the test report.
- (3) The CTD's circular embossed seal must appear in the middle right portion of the body of the test report.

**9-3. Data Collection and Transmission.** Airman applicant, knowledge test, validation question, and survey data must be completely and accurately captured and transmitted to AFS-630 in the formats prescribed in Appendix A, Figures 3, 4, 5, and 6.

## Chapter 10. Defense Activity for Non-Traditional Education Support (DANTES)

**10-1. Background.** In May 2000, the FAA entered into an agreement with DANTES. Per this agreement, DANTES was granted limited authority to administer FAA mechanic knowledge tests to eligible active-duty and reserve component personnel of participating branches of the U.S. military service. In June 2006, the MOA was modified to allow approved test centers to offer the full array of FAA airman knowledge tests. For additional information regarding the DANTES organization, see the DANTES Web site at <http://www.dantes.doded.mil>.

### 10-2. DANTES Personnel Definitions.

**a. Alternate Test Center Officer (ATCO).** A person selected and authorized by the MCP to serve as TCO for a period not to exceed 90 days. (Equivalent to ATCS, paragraph 1-6.b.)

**b. Manager, Certification Programs (MCP).** A person selected by the DANTES organization, and approved by AFS-630, to serve as manager of the FAA/DANTES Internet-based test delivery program. (Equivalent to CTM, paragraph 1-6.e.)

**c. Test Examiner.** A properly trained and qualified individual appointed by a TCO and approved by the MCP to administer airman knowledge tests. (Equivalent to Test Proctor, paragraph 1-6r.)

**d. Test Center.** A facility that provides applicants an FAA-approved Internet-based testing environment for the administration of airman mechanic knowledge tests. (Equivalent to Testing Center, paragraph 1-6s.)

**e. Test Center Officer (TCO).** A person selected by the CTM to oversee the administration of airman knowledge tests. The TCO is responsible for the operation of an approved test center. (Equivalent to TCS, paragraph 1-6t.)

**10-3. DANTES Test Center Guidance.** Specific guidance for DANTES test centers and personnel is outlined in the FAA/DANTES Testing Handbook. This handbook will be distributed, by AFS-630, through the MCP, only to DANTES-affiliated test centers.

**10-4. FAA Inspections.** The FAA/DANTES MOA states, "DANTES will not operate as a designee under 14 CFR part 183." Therefore, FAA representatives are not required to perform annual test center facility and personnel inspections.

**Inactive Doc**

**Appendix A. Supplementary Information Related to the Conduct of AKT****Figure 1. Test Codes**

<b>Exam Code</b>	<b>Exam Name</b>	<b>Numeric Code</b>
ACP	Airline Transport Pilot Canadian Conversion	178
ADX	Aircraft Dispatcher	001
AFA	Flight Instructor Airplane (Added Rating)	002
AFG	Flight Instructor Glider (Added Rating)	003
AGI	Ground Instructor (Advanced)	004
AIF	Flight Instructor Instrument Airplane (Added Rating)	005
AMA	Aviation Mechanic Airframe	006
AMG	Aviation Mechanic General	007
AMP	Aviation Mechanic Powerplant	008
ARA	Airline Transport Pilot Airplane (CFR 135) (Added Rating)	009
ARH	Airline Transport Pilot Helicopter (CFR 135) (Added Rating)	010
ATA	Air Transport Pilot Airplane (CFR 135)	011
ATH	Airline Transport Pilot Helicopter (CFR 135)	012
ATP	Air Transport Pilot Airplane (CFR 121)	013
BGI	Ground Instructor (Basic)	014
CAX	Commercial Pilot Airplane	015
CBG	Commercial Pilot Balloon—Gas	016
CBH	Commercial Pilot Balloon—Hot Air	017
CCP	Commercial Pilot Canadian Conversion	179
CGX	Commercial Pilot Glider	018
CLA	Commercial Pilot Airship	019
CRG	Commercial Pilot Gyroplane	020
CRH	Commercial Pilot Helicopter	021
DME	Designated Mechanic Examiner	022
FEJ	Flight Engineer Turbojet (Added Rating)	023
FEN	Flight Engineer Reciprocating Engine (Basic)	024
FEP	Flight Engineer Turboprop (Added Rating)	025
FER	Flight Engineer Reciprocating Engine (Added Rating)	026
FET	Flight Engineer Turboprop (Basic)	027
FEX	Flight Engineer Turbojet (Basic)	028
FIA	Flight Instructor Airplane	029
FIG	Flight Instructor Glider	030
FIH	Flight Instructor Instrument Helicopter	031

**Figure 1. Test Codes (Continued)**

<b>Exam Code</b>	<b>Exam Name</b>	<b>Numeric Code</b>
FII	Flight Instructor Instrument Airplane	032
FNX	Flight Navigator	069
FOI	Fundamentals of Instructing	033
FRG	Flight Instructor Gyroplane	034
FRH	Flight Instructor Helicopter	035
GFA	Flight Instructor Gyroplane (Added Rating)	036
HFA	Flight Instructor Helicopter (Added Rating)	037
HIF	Flight Instructor Instrument Helicopter (Added Rating)	038
IAR	Inspection Authorization	039
ICP	Instrument Rating Canadian Conversion	180
IFP	Instrument Rating Foreign Pilot	040
IGI	Ground Instructor Instrument	041
IRA	Instrument Rating Airplane	042
IRH	Instrument Rating Helicopter	043
MCA	Military Competence Airplane	044
MCH	Military Competence Helicopter	045
PAR	Private Pilot Airplane	046
PAT	Private Pilot Airplane/Recreational Pilot—Transition	047
PBG	Private Pilot Balloon—Gas	048
PBH	Private Pilot Balloon—Hot Air	049
PCP	Private Pilot Canadian Conversion	181
PEA	Pilot Examiner Airplane	050
PEB	Pilot Examiner Balloon	051
PEG	Pilot Examiner Glider	052
PEL	Pilot Examiner Airship	053
PER	Pilot Examiner Helicopter	054
PEY	Pilot Examiner Gyroplane	055
PGL	Private Pilot Glider	056
PGT	Private Pilot Gyroplane/Recreational Pilot—Transition	057
PHT	Private Pilot Helicopter/Recreational Pilot—Transition	058
PLA	Private Pilot Airship	059
PPP	Private Pilot Powered Parachute	093
PRE	Designated Parachute Rigger Examiner	060
PRG	Private Pilot Gyroplane	061
PRH	Private Pilot Helicopter	062

**Figure 1. Test Codes (Continued)**

<b>Exam Code</b>	<b>Exam Name</b>	<b>Numeric Code</b>
PWS	Private Pilot Weight-Shift-Control	092
RIG	Parachute Rigger	101
RMC	Parachute Rigger Military Competence	064
RPA	Recreational Pilot Airplane	066
RPG	Recreational Pilot Gyroplane	067
RPH	Recreational Pilot Helicopter	068
SEA	Pilot Examiner Sport Airplane	085
SEB	Pilot Examiner Sport Balloon	086
SEG	Pilot Examiner Sport Glider	087
SEL	Pilot Examiner Sport Lighter-Than-Air (Airship)	088
SEP	Sport Pilot Examiner—Powered Parachute	089
SEW	Pilot Examiner Sport Weight-Shift-Control	091
SEY	Pilot Examiner Sport Gyroplane	090
SIA	Flight Instructor Sport Airplane	074
SIB	Flight Instructor Sport Balloon	076
SIG	Flight Instructor Sport Glider	075
SIL	Flight Instructor Sport Lighter-Than-Air (Airship)	077
SIP	Flight Instructor Sport Powered Parachute	083
SIW	Flight Instructor Sport Weight-Shift-Control	084
SIY	Flight Instructor Sport Gyroplane	078
SPA	Sport Pilot Airplane	123
SPB	Sport Pilot Lighter-Than-Air (Balloon)	124
SPG*	Sport Pilot General*	070
SPI	Sport Pilot Glider	125
SPL	Sport Pilot Lighter-Than-Air (Airship)	126
SPP	Sport Pilot Powered Parachute	127
SPW	Sport Pilot Weight Shift Control	128
SPY	Sport Pilot Gyroplane	129

\* Effective 6/12/06, SPG no longer available.

**Figure 2. Sample Letter of Application**

June 1, 2008

Mr. Kenneth Arnold  
Manager, Airman Testing Standards Branch, AFS-630  
P.O. Box 25082  
Oklahoma City, OK 73125

Dear Mr. Arnold:

With the concurrence of the Board of Directors of Government Testing Service (GTS), I hereby request that GTS be designated as a computer testing designee (CTD). GTS is seeking authorization to administer FAA airman knowledge tests, in all certification and rating areas, in accordance with the provisions of Order 8080.6 (current edition), Conduct of Airman Knowledge Tests.

GTS has reviewed the initial application qualifications, and the security, experience, support, technical, and statistical requirements listed in the order. (Attachment No. 1 outlines our knowledge base and describes the methods utilized for complying with these requirements.)

In addition, I request approval of Dr. Robert Landon as computer testing manager (CTM). (Attachment No. 2 lists Dr. Landon's qualifications.) If approved, Dr. Landon will coordinate and supervise the operation of our testing centers. (Attachment No. 3 lists the proposed locations of our initial 20 testing centers, and the names of our proposed testing center supervisors (TCSs)).

Please contact me if you have any questions concerning our proposed testing program.

Sincerely,

*Fred C. Gardner*

Dr. Fred C. Gardner, Manager  
Government Testing Service  
225 M. Street, S.W.  
Washington, DC 20591 Telephone: (202) 555-2781

Attachments

**Figure 3. Knowledge Test Data Record Layout**

<b>KNOWLEDGE TEST DATA RECORD LAYOUT</b>		
A > delimiter must separate the fields within each record. Quotes should NOT be used around text. Quotes and commas are allowed within the fields.		
<b>Field #</b>	<b>Content</b>	<b>Description</b>
1	Test Type	This will be 11 for CTDs. REQUIRED
2	Exam ID	Maximum length 17 characters. Positions 1–2 = CTD ID; positions 3–10 = 8-digit test date; positions 11–13 = 3-digit test identifier; positions 14–17 = CTD internal use. REQUIRED
3	Test Date	Format; mmddccyy. Required length 8 characters. The months of January through September must have a leading zero (i.e., 04132005). REQUIRED
4	Last Name	Maximum length 50 characters. REQUIRED
5	First & Middle Name	Format: applicant's first name, space, applicant's middle name. Maximum length 50 characters. REQUIRED
6	Name Suffix	Maximum length 5 characters. (i.e., Jr., Sr., III)
7	Applicant ID	Social Security Number or birth date (no other ID is acceptable, except 141 schools may use an applicant ID beginning with '88888'). Maximum length 9 numeric characters. If birth date is used in this field, it must be identical to the entry in the Birth Date field. REQUIRED.
8	Birth Date	Format: mmddccyy. Required length 8 characters. The months of January through September must have a leading zero (i.e., 04132005). REQUIRED
9	Citizenship	Maximum 3 characters. Must contain number taken from AFS-630's approved country code list. REQUIRED
10	Address 1	Maximum length 75 characters. REQUIRED
11	Address 2	Maximum length 75 characters.
12	City	Maximum length 30 characters. REQUIRED
13	State	Maximum length 2 characters. If this field contains data, the Province Code and Country fields must be blank. Must contain identifier taken from AFS-630's state code list. REQUIRED FOR DOMESTIC ADDRESSES
14	Zip Code	Format: #####-#### for U.S. addresses. Maximum length 10 characters, minimum length 5 characters. Four-digit extension not required, but character 6 must be a dash if entered.
15	Province Code	Maximum length 2 characters. If this field contains data, the State field must be blank. Must contain code taken from AFS-630's Province Code list. USE FOR CANADIAN ADDRESSES ONLY

**Figure 3. Knowledge Test Data Record Layout (Continued)**

16	Country	Maximum length 25 characters. Country name must be spelled out. If this field contains data, the State field must be blank. USE FOR FOREIGN ADDRESSES ONLY
17	CTD	Required length 2 numeric characters. Must contain identifier assigned by AFS-630. (i.e., 50 or 90) REQUIRED
18	Site ID	Format: xxx???? Three alpha characters indicating the CTD, followed by 5 alphanumeric characters (i.e., abs73103 or lasge001) Must contain identifier taken from AFS-630's exam site list. REQUIRED
19	Test Code	Required length 3 characters. Must contain identifier taken from AFS-630's approved test code list. REQUIRED
20	Test Form	Required length 6 characters. First 3 characters must match the Test Code field. REQUIRED
21	Test Version	Required length 5 numeric characters. Contains number indicating when a form was last updated. (i.e., 20051 = the first tri-annual change cycle for calendar-year 2005). REQUIRED
22	Test Take Number	Maximum length 2 numeric characters. REQUIRED
23	Test Time	Maximum length 3 numeric characters. Time allowed in minutes for answering and reviewing test questions. REQUIRED
24	Actual Time in Test	Maximum length 3 numeric characters. Time in minutes actually spent answering and reviewing test questions (NOT including time spent on validation questions). REQUIRED
25	Number of Questions	Maximum length 3 numeric characters. Number of questions in the test administered (NOT including number of validation questions). REQUIRED
26	Overall Number Score	Maximum length 3 numeric characters. numeric score of the exam. REQUIRED
27	Overall Pass or Fail Indicator	Maximum length 1 character. Pass = P, Fail = F. REQUIRED
28	Graduation Date	Format: mmddccyy. Required length 8 characters. The months of January through September must have a leading zero (i.e., 04132005).
29	Aviation School	Maximum length 8 characters. Must contain code taken from AFS-630's approved part 141 or 147 school list. If Graduation Date field contains data, this field is required.

**Figure 4. Test Question Data Record Layout**

<b>KNOWLEDGE TEST QUESTION DATA RECORD LAYOUT</b>		
A > delimiter must separate the fields within each record. Quotes should NOT be used around text. Quotes and commas are allowed within the fields.		
<b>Field #</b>	<b>Content</b>	<b>Description</b>
1	Exam ID	Maximum length 17 characters. Positions 1-2 = CTD ID; positions 3-10 = 8- digit test date; positions 11-13 = 3-digit test identifier; positions 14-17 = CTD internal use. REQUIRED
2	Question Number	Maximum length 10 numeric characters. REQUIRED
3	Question Sequence Number	Maximum length 3 numeric characters. Number indicating the order of the question on the test. REQUIRED
4	Actual Time in Question	Maximum length 5 numeric characters. Time in seconds for each question answered including time for review. REQUIRED.
5	Question Result	Maximum length 1 character. Correct = C, Incorrect = I, Omitted = O. REQUIRED
6	Topic Code	Maximum length 10 numeric characters. REQUIRED
7	Correct Answer	Maximum length 1 character. Letter of correct answer for the question. REQUIRED
8	Applicant Answer	Maximum length 1 character. Letter of applicant's answer for the question. This field may be blank if the applicant did not answer the question.
9	Subject Matter Code	Maximum length 6 characters. REQUIRED

**Figure 5. Validation Question Data Record Layout**

<b>VALIDATION QUESTION DATA RECORD LAYOUT</b>		
<p>A &gt; delimiter must separate the fields within each record.            Quotes should NOT be used around text. Quotes and commas are allowed within the fields.            Each FAA form test may contain between zero and five validation questions.            Do not transmit a Validation Question file for a form test that contains no validation questions.</p>		
<b>Field #</b>	<b>Content</b>	<b>Description</b>
1	Exam ID	Maximum length 17 characters. Positions 1-2 = CTD ID; positions 3-10 = 8- digit test date; positions 11-13 = 3-digit test identifier; positions 14-17 = CTD internal use. <b>REQUIRED</b>
2	Question Number	Maximum length 10 numeric characters. <b>REQUIRED</b>
3	Actual Time in Question	Maximum length 5 numeric characters. Time in seconds for each question answered including time for review. <b>REQUIRED.</b>
4	Question Result	Maximum length 1 character. Correct = C, Incorrect = I, Omitted = O. <b>Required</b>
5	Topic Code	Maximum length 10 numeric characters. <b>REQUIRED</b>
6	Correct Answer	Maximum length 1 character. Letter of correct answer for the question. <b>REQUIRED</b>
7	Applicant Answer	Maximum length 1 character. Letter of applicant's answer for the question. This field may be blank if the applicant did not answer the question.

**Figure 6. Survey Data Record Layout**

<b>SURVEY DATA RECORD LAYOUT</b>		
A > delimiter must separate the fields within each record. Quotes should NOT be used around text. Quotes and commas are allowed within the fields.		
<b>Field #</b>	<b>Content</b>	<b>Description</b>
1	Exam ID	Maximum length 17 characters. Positions 1-2 = CTD ID; positions 3-10 = 8- digit test date; positions 11-13 = 3-digit test identifier; positions 14-17 = CTD internal use. REQUIRED
2	Survey Question 1	Maximum length 1 numeric character. Yes = 1, No = 2, Not applicable = 0
3	Survey Question 2	Maximum length 1 numeric character. Yes = 1, No = 2, Not applicable = 0
4	Survey Question 3	Maximum length 1 numeric character. Yes = 1, No = 2
5	Survey Question 4	Maximum length 1 numeric character. Yes = 1, No = 2
6	Survey Question 5	Maximum length 1 numeric character. Yes = 1, No = 2
7	Survey Question 6	Maximum length 1 numeric character. Yes = 1, No = 2
8	Survey Question 7	Maximum length 1 numeric character. Yes = 1, No = 2
9	Survey Question 8	Maximum length 1 numeric character. Yes = 1, No = 2
10	Crash	Maximum length 1 numeric character. Yes = 1, No = 2 REQUIRED
11	Comment for #5	Open ended comment relating to question 5.
12	Comment for #7	Open ended comment relating to question 7.
13	Survey Question 9	Open ended comment.
14	Survey Question 10	Open ended comment.
15	Start Date & Time	Format; mmddccyyhhmi. Required length 12 characters. Use military time for hhmi. (i.e., 2:05 p.m. = 1405) The months of January through September, and the hour must have a leading zero (i.e., 4/13/2005 9:05 a.m. = 041320050905.) REQUIRED
16	End Date & Time	Format; mmddccyyhhmi. Required length 12 characters. Use military time for hhmi. (i.e., 2:05 p.m. = 1405) The months of January through September, and the hour must have a leading zero (i.e., 4/13/2005 9:05 a.m. = 041320050905.) REQUIRED
17	Proctor ID	Maximum length 7 characters. First initial, middle initial, first 5 character of proctors last name (last name may be short than 5 characters); (i.e., JDSmith, AKLee, AMWilso.) REQUIRED

**Figure 7. Sample Letter of Designation**

August 1, 2008

Dr. Fred C. Gardner, Manager  
Government Testing Service  
225 M Street, S.W.  
Washington, DC 20591

Dear Dr. Gardner:

The Airman Testing Standards Branch (AFS-630) of the Federal Aviation Administration (FAA) has convened a review board in response to your company's application to become a computer testing designee (CTD).

Following our review of the qualifications of Government Testing Service (GTS) and an on-site inspection of your proposed testing operation, we have determined that GTS meets the requirements for CTD status. GTS is approved to administer FAA airman knowledge tests in all certification and rating areas.

AFS-630 approves Dr. Robert Landon for the position of computer testing manager (CTM), and concurs with your proposal for 20 testing center locations and the associated testing center supervisors.

We are enclosing FAA Form 8000-5, Certificate of Designation, and copies of Order 8080.6 (current edition), Conduct of Airman Knowledge Tests. GTS's assigned designation code is GTS-0001.

Receipt of this letter serves as confirmation of your acknowledgement that designation is a privilege, not a right. You must also understand that a designation may be terminated at any time for any reason the FAA considers appropriate and/or at the discretion of the Administrator.

We look forward to a mutually beneficial working relationship.

Sincerely,

Kenneth Arnold  
Kenneth Arnold, Manager  
Airman Testing Standards Branch, AFS-630

Enclosures

Figure 8. Sample FAA Form 8000-5, Certificate of Designation



**U.S. Department of  
Transportation**

**Federal Aviation  
Administration**

## Certificate of Designation

*Reposing special trust and confidence in the integrity, diligence, and discretion of*

**GOVERNMENT TESTING SERVICE**

*who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as*

**COMPUTER TESTING DESIGNEE**

*with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.*

*Issued at* Mike Monroney Aeronautical Center  
Oklahoma City, Oklahoma

*Dated* August 31, 2008

*Certificate No.* GTS-0001  
*Expires* August 31, 2010

*By Direction of the Administrator*

*Kenneth Arnold*

Kenneth Arnold, Manager  
Airman Testing Standards Branch, AFS-630

FAA Form 8000-5 (4-84)

Inactive Doc

**Figure 9. Sample Letter Requesting Renewal of FAA Form 8000-5, Certificate of Designation**

June 30, 2010

Mr. Kenneth Arnold, Manager  
Airman Testing Standards Branch, AFS-630  
P.O. Box 25082  
Oklahoma City, OK 73125

Dear Mr. Arnold:

In accordance with the requirements of Order 8080.6 (current edition), Conduct of Airman Knowledge Tests, paragraph 3-9, Government Testing Service (GTS) hereby applies for the renewal of its Certificate of Designation. The certificate which GTS presently holds is dated August 1, 2008, and therefore expires August 31, 2010.

If you have any questions regarding GTS's operation, do not hesitate to contact us.

Sincerely,

*Fred C. Gardner*

Inactive Doc

**Figure 10. Sample Letter of Intent to Cancel a CTD's FAA Form 8000-5, Certificate of Designation**

January 15, 2009

Dr. Fred C. Gardner, Manager  
Government Testing Service  
225 M Street, S.W.  
Washington, DC 20591

Dear Dr. Gardner:

Upon careful consideration, the Airman Testing Standards Branch (AFS-630) intends to initiate action to terminate the designation of Government Testing Service (GTS) as a Federal Aviation Administration (FAA) computer testing designee (CTD). This proposed action is in accordance with the provisions of FAA Order 8080.6, Conduct of Airman Knowledge Tests, (current edition) paragraph 3-11.

Since renewal of the GTS designation on August 1, 2008, your company has committed the following actions which breach the guidelines set forth in the order.

- Testing center personnel were administered FAA knowledge tests through their employing CTD at your Tulsa, OK; San Jose, CA; and New York City sites.
- Your central computer was transferred to another location without specific written approval by the FAA.
- An insufficient number of computer testing stations was noted by FAA representatives during five recent testing center inspections.
- GTS personnel continue to require frequent assistance and guidance in complying with procedures and meeting required standards.

These actions constitute evidence of misconduct which is jeopardizing the proper functioning of the FAA AKT Program.

You may appeal our decision to take termination action either by letter to or in person at a conference with the manager of the Regulatory Support Division (AFS-600). If you decide to appeal in person, you may be accompanied by counsel, as an AFS-600 representative will record all discussions. Appeals are to be conducted in accordance with the provisions of FAA Order 8080.6 (current edition), paragraphs 3-11 and 3-12.

Sincerely,

*Kenneth Arnold*

Kenneth Arnold, Manager  
Airman Testing Standards Branch, AFS-630

**Figure 11. Sample Final Letter Terminating a CTD's FAA Form 8000-5, Certificate of Designation**

February 5, 2009

Dr. Fred C. Gardner, Manager  
Government Testing Service  
225 M Street, S.W.  
Washington, DC 20591

Dear Dr. Gardner:

Enclosed is a written record of the meeting convened with the Regulatory Support Division (AFS-600) in Oklahoma City, OK, on January 29, 2009. At that meeting, you presented arguments to support your appeal for the reversal of our intended action to terminate the designation of Government Testing Service as a computer testing designee.

After full consideration of all factors, we have decided to uphold the termination of your designation. The reasons for our action were stated in our letter to you dated January 15, 2009.

If you wish a further review of this matter by the Director of Flight Standards Service (AFS-1), you may do so either in writing or in person.

Sincerely,

*Kenneth Arnold*

Kenneth Arnold, Manager  
Airman Testing Standards Branch, AFS-630

Enclosure

Inactive Doc

Figure 12. Sample Airman Knowledge Test Report—Private Pilot

**U.S. DEPARTMENT OF TRANSPORTATION  
Federal Aviation Administration  
Airman Knowledge Test Report**

**NAME:** Jones, David John

**APPLICANT ID:** 123456789

**EXAM ID:** 30062620074612312

**EXAM:** Private Pilot Airplane (PAR)

**EXAM DATE:** 06/24/2008

**EXAM SITE:** XXX12301

**SCORE:** 82%

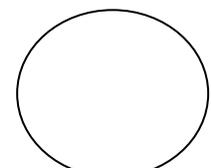
**GRADE:** Pass

**TAKE:** 1

Below are learning statement codes which represent learning statements for incorrectly answered questions. For code descriptions, refer to the Learning Statement Reference Guide for Airman Knowledge Testing, on the Internet: [www.faa.gov/education\\_research/testing](http://www.faa.gov/education_research/testing). A single code may represent more than one incorrect response.

PLT090, PLT281

**EXPIRATION DATE:** 06/30/2010



**DO NOT LOSE THIS REPORT**

Authorized instructor's statement. (If Applicable)

On \_\_\_\_\_ (date) I gave the above named applicant \_\_\_\_\_ hours of additional instruction, covering each subject area shown to be deficient, and consider the applicant competent to pass the test.

Last \_\_\_\_\_ Initial \_\_\_\_\_ Cert. No. \_\_\_\_\_ Type \_\_\_\_\_  
(Print Clearly)

Signature \_\_\_\_\_

**FRAUDULENT ALTERATION OF THIS FORM BY ANY PERSON IS A BASIS FOR SUSPENSION OR REVOCATION OF ANY CERTIFICATES OR RATINGS HELD BY THAT PERSON.**

**ISSUED BY: Administrator  
FEDERAL AVIATION ADMINISTRATION**

**THIS INFORMATION IS PROTECTED BY THE PRIVACY ACT. FOR OFFICIAL USE ONLY.**

**Figure 13. Example of a Statement Waiving Right to Full Allotted Test Time**

For my own reasons, I hereby voluntarily agree to take the FAA  
\_\_\_\_\_ knowledge test in approximately \_\_\_\_\_ hours.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Testing Center Supervisor

\_\_\_\_\_  
Testing Center

\_\_\_\_\_  
Date

Inactive Doc

Figure 14. FAA Form 8610-2, Airman Certificate and/or Rating Application

TYPE OR PRINT ALL ENTRIES IN INK Form Approved OMB No. 2120-0022

U.S. Department of Transportation  
Federal Aviation Administration

**AIRMAN CERTIFICATE AND/OR RATING APPLICATION**

MECHANIC       REPAIRMAN       PARACHUTE RIGGER  
 AIRFRAME       SENIOR       SEAT       MASTER  
 POWERPLANT       BACK       CHEST       LAP

(Specify Rating)

APPLICATION FOR:  ORIGINAL ISSUANCE     ADDED RATING

---

**I. APPLICATION INFORMATION**

A. NAME (First, Middle, Last) \_\_\_\_\_ K. PERMANENT MAILING ADDRESS \_\_\_\_\_  
 B. SOCIAL SECURITY NO. \_\_\_\_\_ C. DOB (Mo., Day, Yr.) \_\_\_\_\_ D. HEIGHT \_\_\_\_\_ E. WEIGHT \_\_\_\_\_  
 F. HAIR \_\_\_\_\_ G. EYES \_\_\_\_\_ H. SEX \_\_\_\_\_ I. NATIONALITY (Citizenship) \_\_\_\_\_  
 J. PLACE OF BIRTH \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE?  NO  YES (If "YES," explain on an attached sheet key) \_\_\_\_\_  
 N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATIONS PERTAINING TO NARCOTIC DRUGS, MARIJUANA, DRUGS OR SUBSTANCES? \_\_\_\_\_

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

A. CIVIL EXPERIENCE       B. MILITARY EXPERIENCE  
 D. GRADUATE OF APPROVED COURSE (1) NAME AND LOCATION OF SCHOOL \_\_\_\_\_  
 (2) SCHOOL NO. \_\_\_\_\_ (3) CURRENT COURSE \_\_\_\_\_  
 E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.80) \_\_\_\_\_  
 F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80) (1) DATE AUTH. \_\_\_\_\_ (2) DATE AUTH. EXPIRES \_\_\_\_\_ (3) FAA INSPECTOR SIGNATURE \_\_\_\_\_ (4) FAA DIST OFC. \_\_\_\_\_

**III. RECORD OF EXPERIENCE**

A. MILITARY COMPETENCE OBTAINED IN \_\_\_\_\_ (1) SERVICE \_\_\_\_\_ (2) RANK OR PAY LEVEL \_\_\_\_\_ (3) MILITARY SPECIALTY CODE \_\_\_\_\_  
 B. APPLICANTS OTHER THAN FAA CERTIFICATED SCHOOL GRADUATES. LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet, if more space is needed)

DATES—MONTH AND YEAR		EMPLOYER AND LOCATION	TYPE WORK PERFORMED
FROM	TO		

C. PARACHUTE RIGGER APPLICANTS INDICATE BY TYPE HOW MANY PARACHUTES PACKED

SEAT	CHEST	BACK	LAP	FOR MASTER RATING ONLY	PACKED AS A —
					<input type="checkbox"/> SENIOR RIGGER <input type="checkbox"/> MILITARY RIGGER

**IV. APPLICANT'S CERTIFICATION**

I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE  
 A. SIGNATURE \_\_\_\_\_ B. DATE \_\_\_\_\_

**V. FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS.** DATE \_\_\_\_\_ INSPECTOR'S SIGNATURE \_\_\_\_\_ FAA DISTRICT OFFICE \_\_\_\_\_

**FOR FAA USE ONLY**

Emp.	reg.	D.O.	seal	con	iss	Act	lev	TR	s.h.	Srch	#rte	RATING (1)	RATING (2)	RATING (3)	RATING (4)

LIMITATIONS

FAA Form 8610-2 (2-85) SUPERSEDES PREVIOUS EDITION

Proctor should look for appropriate check blocks filled. Those not applicable will have a line drawn through the entire title.

Proctor should also ensure block V is completed.

**Note:** No signature required in Block V if applicant graduated from a school with an affiliated test center.

**Figure 15. Endorsement of Applicant to Take a Flight Engineer Knowledge Test**

**ENDORSER ELIGIBILITY.** After checking that an applicant meets one of the experience requirements of § 63.37, the following persons are authorized to provide an endorsement for that applicant to take a flight engineer knowledge test:

1. A person who holds a current FAA flight engineer certificate with the appropriate class rating.
2. A U.S. Armed Forces flight engineer instructor or standardization/evaluation flight engineer for that class of airplane.
3. Flight engineer instructors associated with part 121 training programs, including part 142 certificate holders, who have a flight engineer curriculum.
4. An FAA aviation safety inspector (operations/airworthiness).

**Figure 16. Sample Endorsement from an FAA Aviation Safety Inspector (Operations/Airworthiness) to Take a Flight Engineer Knowledge Test**

Memorandum

To: FAA AKT Centers  
From: Amanda Tucker, Aviation Safety Inspector (Operations/Airworthiness)  
Date: August 15, 2008  
Subject: Airman Qualifications and Eligibility

I have reviewed the qualification records and documents of Ryan Allen, ID#XXXXXXXXXX, and find him eligible to take the FAA flight engineer turbojet basic (FEX) airman knowledge test in accordance with Title 14 of the Code of Federal Regulations (14 CFR) section 63.35.

Amanda Tucker  
Aviation Safety Inspector (Operations/Airworthiness)  
ASE-FSDO-888

**Figure 17. FAA Form 8610-1, Mechanic's Application for Inspection Authorization**

No certificate may be issued unless a completed application form has been received (14 C.F.R. 65)

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION <b>MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION—PRIVACY ACT</b>		Form Approved: OMB No. 04-R0110	
1. NAME (Last, first, middle)		2. MECHANIC CERTIFICATE NO.	
3. MAILING ADDRESS (Number, street, city, State/County, ZIP Code) (Place at which you desire to receive Airworthiness Directives, etc.)		4a. FIXED BASE OF OPERATIONS PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK	4b. TELEPHONE NO. PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK
5. HAVE YOU HELD A MECHANIC CERTIFICATE WITH BOTH AIRFRAME AND POWERPLANT RATINGS FOR THE 3 YEARS PRECEDING THE DATE OF THIS APPLICATION?		YES	NO
6. HAVE YOU BEEN ACTIVELY ENGAGED, FOR AT LEAST THE 2-YEAR PERIOD BEFORE THE DATE OF APPLICATION IN MAINTAINING AIRCRAFT CERTIFICATED AND MAINTAINED IN ACCORDANCE WITH THE FARs?			
7. HAS YOUR MECHANIC CERTIFICATE AND/OR RATINGS BEEN REVOKED OR SUSPENDED DURING THE 3-YEAR PERIOD PRECEDING THIS APPLICATION?			
8. HAS AN INSPECTION AUTHORIZATION BEEN DENIED YOU WITHIN 90 DAYS PREVIOUS TO THIS APPLICATION? IF ANSWER IS "YES", EXPLAIN IN REMARKS.			
9. HAVE YOU MET THE MINIMUM REQUIREMENTS FOR RENEWAL OF INSPECTION AUTHORIZATION? (For Renewal Only)			
10. BASIS FOR RENEWAL (Number Performed)			
ALTERATIONS	REPAIRS	ANNUAL INSPECTIONS	PROGRESSIVE INSPECTIONS
			RECENT ISSUANCE-IN EFFECT LESS THAN 90 DAYS BEFORE EXPIRATION DATE
11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 2 YEARS			
DATES	NAME AND ADDRESS OF REPAIR STATION, FACILITY, MANUFACTURER, OPERATOR, ETC.		DESCRIPTION OF ACTIVITY
FROM			
TO PRESENT			
FROM			
TO			
FROM			
TO			
FROM			
TO			
12. REMARKS			
13. CERTIFICATION: I certify that the statements made above and in all attachments hereto are correct and true.			
DATE		SIGNATURE OF APPLICANT	
14. RECORD OF ACTION (For FAA use only)			
<input type="checkbox"/> ISSUANCE <input type="checkbox"/> VOLUNTARY SURRENDER <input type="checkbox"/> ENDORSEMENT <input type="checkbox"/> RENEWAL		INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION

**Figure 18. Endorsement of Flight Engineer Applicant for Retesting Within 30 Days  
Following Failure of a Knowledge Test**

1. An FAA-certificated flight engineer must complete the statement on the applicant's test report, by entering the endorser's last name, first initial, flight engineer certificate number, class rating, and signature.
2. A U.S. Armed Forces standardization/evaluation flight engineer instructor for a specific airplane class must enter the endorser's last name, first initial, branch of service, type of designation, and signature on the applicant's test report.
3. A flight engineer instructor associated with a part 121 flight engineer training program must enter the endorser's last name, first initial, name of the facility, position held, and signature on the applicant's test report.

Inactive Doc

**Figure 19. Country and Nationality Codes**

000	USA	250	Burma
060	American Samoa	252	Burundi
064	Fed States of Micronesia	253	Belarus
066	Guam	255	Cambodia
068	Marshall Islands	257	Cameroon
069	North Mariana Isl	260	Canada
070	Palau	264	Cape Verde
072	Puerto Rico	265	Canal Zone
078	Virgin Islands	266	Canary Islands
105	Aden	267	Canton Enderbury
110	Afghanistan	268	Cayman Islands
120	Albania	269	Central African Republic
125	Algeria	270	Ceylon
142	Andorra	272	Sri Lanka
143	Antarctica	273	Chad
144	Arctic Ocean	274	Channel Isles
145	Angola	275	Chile
149	Antigua & Barbuda	280	China
150	Argentina	281	Christmas Island
152	Armenia	282	Ciskei
153	Aruba	283	Cocos Islands
154	Ashmore Cartier Islands	285	Colombia
155	Atlantic Island	287	Comoros
160	Australia	290	Congo
165	Austria	291	Zaire
170	Azerbaijan	292	Cook Islands
175	Azores	293	Coral Sea Islands
180	Bahamas, The	295	Costa Rica
182	Bahrain	297	Croatia
183	Bangladesh	300	Cuba
184	Barbados	305	Cyprus
185	Baker Island	309	Czech Republic
187	Bassas da India	310	Czechoslovakia
190	Belgium	311	Dahomey
193	Belize	315	Denmark
194	Benin	317	Djibouti
195	Bermuda	318	Dominica
200	Bhutan	320	Dominican Republic
205	Bolivia	325	Ecuador
207	Bosnia & Hercegovina	327	Egypt
210	Botswana	328	Eritrea
215	Bouvet Island	330	El Salvador
220	Brazil	332	Equatorial Guinea
225	British Indian Ocean	333	Europa Island
229	British West Indies	334	Estonia
230	British Honduras	335	Ethiopia
231	British Virgin Islands	336	Faroe Islands
232	Brunei	337	Falkland Islands
245	Bulgaria	338	Fiji

340	Finland	525	Latvia
350	France	530	Laos
351	French West Indies	540	Lebanon
355	French Guiana	543	Lesotho
367	French Polynesia	544	Leeward Isles
368	French Somaliland	545	Liberia
370	French Afars Issas	550	Libya
375	Franklin Island, South Pole & Antarctic	553	Liechtenstein
388	Gabon	560	Lithuania
389	Gambia, The	570	Luxembourg
390	Germany	571	Macau
391	Ghana	572	Macedonia
392	Gibraltar	575	Madagascar
393	Gaza Strip	577	Malawi
395	Georgia	580	Malaysia (Asia)
400	Greece	581	Malaysia
405	Greenland	582	Maldives
406	Grenada	585	Mali
407	Guadeloupe	590	Malta
415	Guatemala	591	Martinique
416	Guinea Bissau	592	Mauritania
417	Guinea	593	Mauritius
418	Guyana	595	Mexico
420	Haiti	604	Midway Islands
425	Heard Island & McDonald Islands	605	Moldova
430	Honduras	607	Monaco
435	Hong Kong	608	Mongolia
445	Hungary	609	Montserrat
450	Iceland	610	Morocco
455	India	611	Montenegro
458	Indonesia	615	Mozambique
460	Iran	616	Muscat & Oman
465	Iraq	617	Namibia
470	Ireland	618	Nampo Shoto
475	Israel	620	Navassa Island
480	Italy	621	Nauru
485	Cote d'Ivoire	625	Nepal
487	Jamaica	630	Netherlands
490	Japan	640	Netherlands Antilles
495	Jarvis Island	645	New Caledonia
496	Jersey	650	New Guinea
497	Johnston Atoll	651	Vanuatu
500	Jordan	655	New Hebrides
503	Kazakhstan	660	New Zealand
505	Kenya	665	Nicaragua
510	Kiribati	667	Niger
515	Korea, Republic Of	670	Nigeria
517	Korea, North	675	Niue
520	Kuwait	680	Norfolk Island
522	Kyrgyzstan	685	Norway

690	Oman	840	Suriname
695	Org of E Carib Sts	842	Svalbard & Jan Mayen
700	Pakistan	845	Swan Islands
710	Panama	847	Swaziland
711	Palestine	850	Sweden
712	Papua New Guinea	855	Switzerland
713	Paracel Islands	858	Syria
715	Paraguay	862	Taiwan
720	Peru	863	Taiwan, Republic of China
725	Philippines	864	Tajikistan
727	Pitcairn Islands	865	Tanzania
730	Poland	875	Thailand
735	Portugal	885	Togo
737	Portuguese Guinea	886	Tokelau
747	Qatar	887	Trinidad & Tobago
750	Reunion	888	Tonga
755	Romania	890	Tunisia
757	Russia	895	Turkmenistan
758	Rwanda	900	Trust Terr Pac Isl
760	Ryukyu Islands	905	Turkey
761	Sao Tome & Principe	907	Turks & Caicos Islands
763	St Chris & Nevis	910	Uganda
765	St Helena	915	Ukraine
767	St Kitts & Nevis	920	United Arab Emirates
770	St Lucia	922	UAR
772	St Pierre & Miquelon	925	United Kingdom
775	St Vincent & The Grenadines	926	Uzbekistan
777	Saipan	927	Burkina
782	San Marino	930	Uruguay
785	Saudi Arabia	935	Vatican City
786	Serbia	940	Venezuela
787	Senegal	945	Vietnam
788	Seychelles	955	Wallis & Futuna
790	Sierra Leone	960	Wake Island
795	Singapore	961	Western Sahara
797	Slovakia	962	West Indies
798	Slovenia	963	Western Samoa
799	Solomon Islands	965	Yemen
800	Somalia	966	Yemen (Aden)
801	South Africa	967	Yemen (Sanaa)
803	South Rhodesia	970	Yugoslavia
804	South West Africa	990	Zambia
805	Soviet Union	995	Stateless
830	Spain	998	Zimbabwe
832	Spanish Sahara	999	Unknown
835	Sudan		



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

**Directive Feedback Information**

Please submit any written comments or recommendations for improving this directive, or suggest new item or subjects to be added to it. Also, if you find an error, please tell us about it.

SUBJECT: Order 8080.6 (current edition), Conduct of Airman Knowledge Tests

TO: Federal Aviation Administration

Airman Testing Standards Branch (AFS-630)  
P.O. Box 25082  
Oklahoma City, OK 73125

Or

Email to: [afs630comments@faa.gov](mailto:afs630comments@faa.gov)

(Please check all appropriate line items)

An error (procedural or typographical) has been noted in paragraph \_\_\_\_\_ on page \_\_\_\_\_

Recommend paragraph \_\_\_\_\_ on page \_\_\_\_\_ be changed as follows:  
(attach separate sheet if necessary)

In a future change to this directive, please include coverage on the following subject (briefly describe what you want added):

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

FTS Telephone Number: \_\_\_\_\_ Routing Symbol: \_\_\_\_\_