

How CFIs Can Use the FAA Wings Program to Renew CFI Certificates

This document illustrates how Civil Patrol Check Pilots can use the FAA Wings Program in conjunction with the administration of a CAPF-5 check ride to renew their Certificated Flight Instructor (CFI) certificates.

First, the CAP check pilot must be participating in the FAA's Wings Program. CFIs can access the FAA's Wings Program by clicking on the link below.

<http://www.faasafety.gov/>

When you click the link, you will see a screen similar to the one below.

The screenshot shows the FAA Safety Team website interface. At the top, there is a navigation bar with links for Home and About the FAASafety Team. Below this is a search bar and a main navigation menu with categories: Activities, Courses & Seminars, Maintenance Hangar, Pilots, and Resources. The main content area is titled "FAA Safety Team | Safer Skies Through Education" and is divided into several sections:

- Featured Courses:** Earn WINGS or AMT Credit by completing one of our featured online courses! Includes links for "Avoiding Loss of Control", "Night Vision Goggles (NVGs)", and "Fatigue Countermeasure Training".
- Upcoming Seminars:** Thousands of aviation safety seminars take place annually around the nation. Find one near you. Includes a "Find Seminars" link.
- Hot Topics:** Promoting the "CALLBACK" newsletter from NASA's ASRS Aviation Safety Reporting System. Includes a "Subscribe today!" link.
- AMT Awards Program:** The AMT Awards program encourages AMTs and employers to take advantage of initial and recurrent training by issuing awards based on training received. Includes links for "Tutorial for Individuals" and "Tutorial for Employers".
- WINGS:** Find out how the WINGS program can help you construct an educational curriculum suitable for your unique flight requirements! Includes a "Quick WINGS" link and "User Guide" link.
- Instructor Portal:** By virtue of holding instructor privileges, instructors can validate or give immediate WINGS credit through this portal. Includes a "Click Here" link.
- See and Avoid:** Eliminate midair collisions. Includes the SeeAndAvoid.org logo and website URL.
- FAASafety Team Directory:** Search by phone number, first or last name, city or state, position or keyword. Includes a "Search" button and a link to "find FAASafety Team leaders in your state".
- WINGS Achievement Roster:** We are excited to report that 14,737 pilots have earned at least one phase in the WINGS - Pilot Proficiency Program. Includes a "See the list and find your name" link.
- FAASafety Team Industry Members:** FAASafety Team Industry Members are industries, organizations, businesses and associations that support the FAASafety Team at a national level and who have a vested interest in aviation safety. Includes links for "Helicopter Association International", "International Helicopter Safety Team", and "King Schools, Inc".

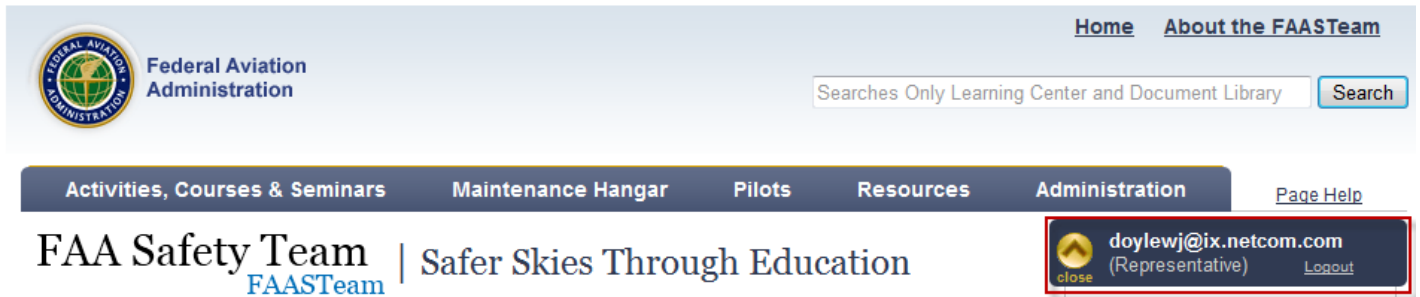
On the right side of the page, there is a "Welcome Guest" section with a "Login Here" link. Below this is a "LOGIN TO YOUR ACCOUNT" form with fields for "Login: Enter Email Address" and "Password:", along with links for "My Email Has Changed", "Forgot Password", and "Help". At the bottom of this section, there are links for "New to FAASafety.gov?", "Create an Account", and "About FAASafety Team".

If you already have an account with FAASafety.gov, just provide the login information and click the Go button.

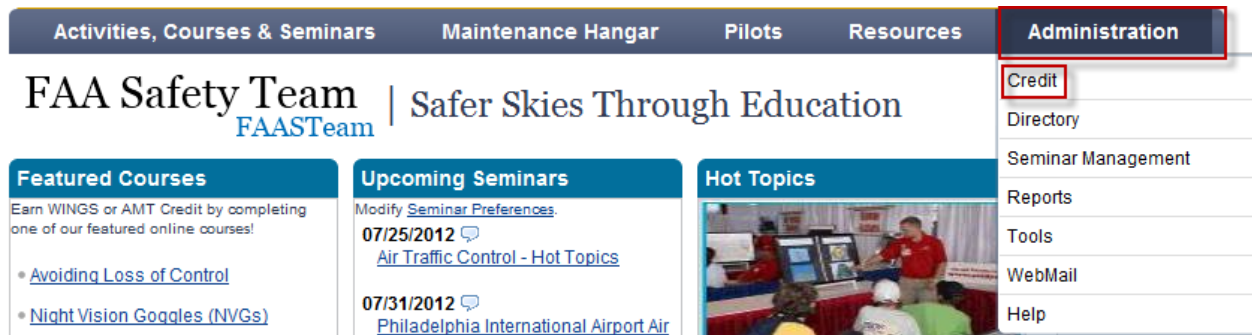
If you do not have an account with FAASafety.gov, just click the link to create an account. You will be prompted for some information. Be sure to enter your CFI credentials in addition to your pilot credentials.

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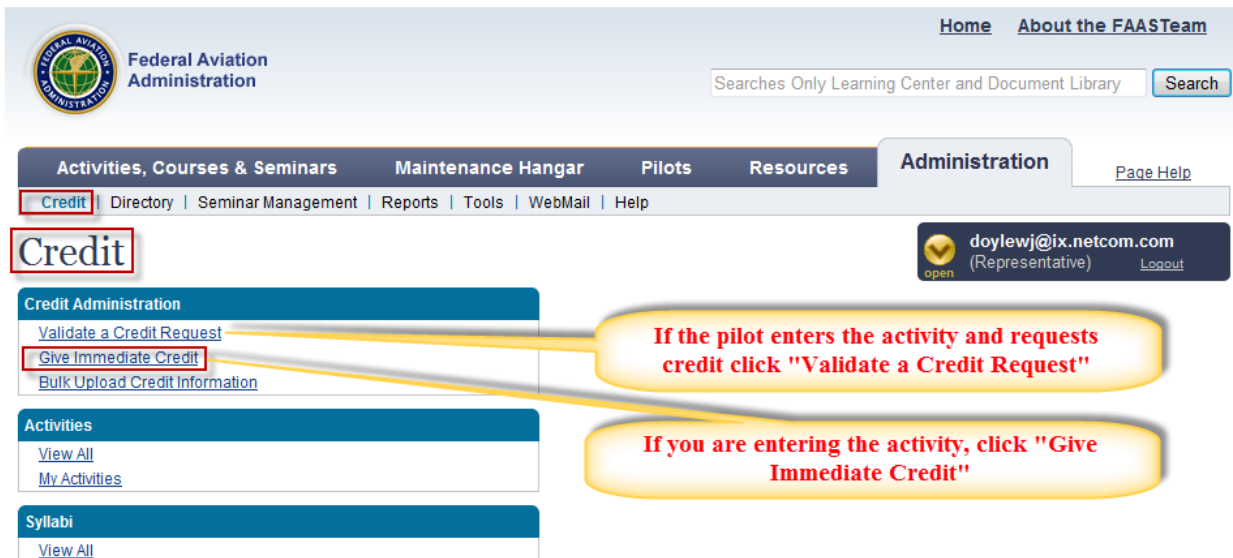
Once you are logged in, verify that you are logged on with the correct email address. This is located on the right side of your screen.



Next click the Administration button, and then click Credit. It is the first item on the drop-down menu.



This will take you to the Credit window.



Depending on the circumstances you can either click “Validate a Credit Request” or “Give Immediate Credit.”

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If you are validating a credit request for a CAPF-5 that you administered, don't forget to check the box that identifies you as the CFI who gave the flight activity.

Likewise, if a CAP pilot happens to fail a CAPF-5 check ride, but still submits a credit request, you can deny the credit request. You just have to provide a reason. In this example, the reason would be that the pilot did not successfully complete the CAPF-5 check ride.

One of the other things that I do is help pilots who have not previously registered with FAASafety.gov. Again, since I always have either an iPad or a netbook with me when administering a CAPF-5, I will register them with FAASafety.gov during the post-flight briefing.

Since I always have either an iPad or a netbook with me when administering a CAPF-5, I typically click "Give Immediate Credit."

When you click "Give Immediate Credit," you will get the window shown below. Just type CAP in the Activity window and then click on the type of CAPF-5 that you just administered.

The screenshot shows the 'Credit Submission' form in the FAA Wings program. The form is titled 'Credit Submission' and includes instructions: 'Use the form below to give credit to a specific user in the system. You must provide the user's account (email address) and the date the activity was completed. Note that giving a user credit does NOT require an acceptance process and the user will immediately be granted the specified credit.' Below the instructions is a link: 'If you don't know the Activity or Seminar Select Number, click here to go to the 'Activity Search' page.'

The form is titled 'Individual Credit Submission Form' and includes the following fields and annotations:

- * Email Address**: A text input field with the annotation 'type the pilot's email address'.
- * Activity or Seminar Select Number**: A dropdown menu with the annotation 'type CAP and then pause for the drop-down menu'. A red dashed arrow points to a list of activity types: CAP-F 5 Private / No Instrument, CAP-F 5 Commercial / Instrument, CAP-F 5G Private, CAP-F 5G Commercial, CAP-Mountain Fury, CAP-Half Day Ground School, CAP-F 91, CAP-NCPSC (non-FIRC), CAP-NCPSC (FIRC), and CAP-F 5 Commercial / No Instrument.
- * Completed Date**: A date input field with a calendar icon and the annotation 'Click the calendar button and click on the date'.
- Submit**: A button with the annotation 'Click the Submit button'.

Annotations are provided in yellow callout boxes. The 'Administration' tab is highlighted in the top navigation bar. The user's email address 'doylewj@ix.netcom.com' and the role '(Representative)' are displayed in the top right corner.

Ask the pilot to email you the Wings certificate that he/she receives.

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FAA WINGS – Pilot Proficiency Program, AC 61-91J, 2/16/2011, is available at the link below.

http://www.faa.gov/documentLibrary/media/Advisory_Circular/61-91J.pdf

Information on CFIs using the Wings Program is available in section 6, General Information, paragraph e, Instructor Information, which is shown in its entirety below.

e. Instructor Information. Instructors are an integral part of the aviation community and, by modeling the best practices, play an important role in reducing the number of GA accidents. Because of this vital role, we strongly encourage instructors to earn a phase of WINGS themselves. However, there is no requirement for instructors to hold a current phase of WINGS to provide WINGS-qualified instruction. Instructors are eligible to renew their flight instructor certificate through participation in WINGS. The holder of a current flight instructor certificate, who serves as a flight instructor in the FAA’s WINGS program, may renew his or her certificate in accordance with the following criteria, which is contained in the current edition of FAA Order 8900.1, Flight Standards Information Management System (FSIMS), Volume 5, Chapter 2, Section 11. That certificated flight instructor (CFI) must:

- (1) Hold a flight instructor certificate that has not expired,
- (2) Hold a current phase of WINGS (at any level) at the time of application,
- (3) Have evaluated at least 15 WINGS-accredited flight activities (any level) during which the CFI evaluates at least five different pilots, and make appropriate endorsements in the logbook of each pilot for each activity,
- (4) Present a record to an aviation safety inspector (ASI) showing that the CFI has met the requirements of subparagraph 6d(3) above within the preceding 24 calendar-months before the month of application for renewal of his or her flight instructor certificate, and
- (5) Present a completed FAA Form 8710-1, Airman Certificate and/or Rating Application Supplemental Information and Instructions, to an authorized person for renewal of his or her flight instructor certificate.

No less than three months before your CFI certificate expires, you can begin the paperwork for your renewal.

Use the link below to get the fill-in-the-blanks version of the FAA Form 8710. Please read the instructions carefully. Note that the FAA updated the Form 8710 effective 12/31/2014.

http://www.faa.gov/documentLibrary/media/Form/8710-1_08-14_updated_12-31-2014.pdf

Section I. Applicant Information make sure you check each of the following:

- Flight Instructor
- Renewal

Certificates		Ratings			Other Information/Requests					
Pilot: <input type="checkbox"/> Student <input type="checkbox"/> Recreational <input checked="" type="checkbox"/> Flight <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Ground <input type="checkbox"/> ATP-Restricted <input type="checkbox"/> ATP		Instructor: Category and/or Class: <input checked="" type="checkbox"/> ASE <input type="checkbox"/> AME <input type="checkbox"/> Land <input type="checkbox"/> Sea <input type="checkbox"/> Helicopter <input type="checkbox"/> Balloon <input type="checkbox"/> Glider <input type="checkbox"/> Gyroplane <input type="checkbox"/> Airship <input type="checkbox"/> Powered-Lift Type Rating: _____			Instrument: <input checked="" type="checkbox"/> Airplane <input type="checkbox"/> Helicopter <input type="checkbox"/> Powered-Lift Ground Instructor: <input type="checkbox"/> Basic <input type="checkbox"/> Advanced <input type="checkbox"/> Instrument <input type="checkbox"/> Added Rating			<input type="checkbox"/> Initial <input type="checkbox"/> Reexamination <input type="checkbox"/> Instrument Proficiency Check <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Reissuance <input type="checkbox"/> Medical Flight Test <input type="checkbox"/> Reinstatement <input type="checkbox"/> Flight Review <input type="checkbox"/> Limitation Removal Specify other: _____ <input type="checkbox"/> IPL		

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Complete the fields in the section below.

A. Name (Last, First, Middle)		B. SSN (U.S. Only)	C. Date of Birth <small>MMDDYYYY</small>	D. Place of Birth (City and State) or (City and Country)	
E1. Residential Address <small>(Including City, State, Zip Code, and Country)</small>		E2. Mailing Address <small>(This address will be printed on the permanent airman certificate, if different than block E1.)</small>		F. Citizenship / Nationality <input type="checkbox"/> USA <input type="checkbox"/> Other <small>specify:</small>	
				G. Do you read, speak, write, & understand the English language? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		H. Height (inches)	I. Weight (pounds)	J. Hair Color	K. Eye Color
				L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
M. Do you hold, or have you ever held an FAA certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		M1. Grade of Certificate	M2. Certificate Number		M3. Date Issued
N. Do you hold a Medical Certificate? <input type="checkbox"/> Yes - FAA <input type="checkbox"/> Yes - Foreign <input type="checkbox"/> Yes - Military <input type="checkbox"/> No		N1. Class of Medical Certificate	N2. Name of Medical Examiner		N3. Date Issued

In paragraph **O** and paragraph **O1**, assuming that your record is “clean,” do not forget to make the entries indicated below.

O. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? <i>Do not include alcohol offenses involving motor vehicle mode of transportation as those offenses are covered on the FAA Form 8500-8, Airman Medical Application Form.</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	O1. Date of Final Conviction N/A
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Section II. Certificate or Rating Applied For on Basis of, leave this blank. The FAA will complete this.

Section III RECORD OF PILOT TIME – I suggest that you fill this section out as accurately and as completely as possible. In the event you should ever lose your logbook, the FAA can provide you with this data as an aid in reconstructing it.

III. RECORD OF PILOT TIME (Do not write in the shaded areas)														Number of						
	Total	Instruction Received	Solo	PIC and SIC	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC/SIC	Instrument	Night Instruction Received	Night Take-Off / Landing	Night PIC/SIC	Night Take-Off/Landing PIC/SIC	Class Totals				Flights	Aero-Tows	Ground Launches	Powered Launches
													DEL	MEL	DES	MES				
Airplanes				PIC SIC			PIC SIC				PIC SIC	PIC SIC								
Rotorcraft				PIC SIC			PIC SIC				PIC SIC	PIC SIC	Helicopter	Gyroplane						
Powered Lift				PIC SIC			PIC SIC				PIC SIC	PIC SIC								
Gliders				PIC SIC																
Lighter-Than-Air				PIC SIC			PIC SIC				PIC SIC	PIC SIC	Balloon	Airship						
FFS																				
FTD																				
ATD																				

IV. Have you previously failed the practical test for the certificate or rating for which you are applying? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, enter date of last disapproval
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Don't forget to sign and date your FAA Form 8710.

My experience with the FAA regarding renewal of your CFI certificate based on pilots successfully completing the Wings Program is that they will want a list of the pilots that you put through the program. Consequently, I would give them a spreadsheet printout similar to the one pasted below. I would also attach a copy of the Wings certificate for each pilot.

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9/30/2012 CFI Renewal for William John Doyle 9876543CFI						
Self	CAPF-5	7/14/2012	2.1	Wings Advanced Phase 6		
Pilot #	Pilot Name	Certificate	CAPF-5	Wings Type	Activity	Flight Activities
1	Wilbur Wright	123456789	5/29/2012	Basic	CAP-F 5 Private / No Instrument	3
2	Orville Wright	234567890	5/29/2012	Advanced	CAP-F 5 Commercial / Instrument	3
3	Eddie Rickenbacker	345678901	7/8/2012	Basic	CAP-F 5 Private / No Instrument	3
4	Chuck Yeager	456789012	7/22/2012	Advanced	CAP-F 5 Commercial / Instrument	3
5	Randall Cunningham	567890123	3/29/2004	Master	CAP-F 5 Commercial / Instrument	3

The link below is an overview of the Wings Program. It covers the Wings Program from the perspective of both the pilot and the flight instructor.

http://www.faasafety.gov/documents/Wings_Manual.pdf

My sense is that it may be difficult for civilian CFIs to put a lot of pilots through the Wings Program. The typical pilot can economize on costs, since a BFR is only one hour of flight time and one hour of ground time on Part 61 and Part 91. In contrast, the flight activity component of a Wings phase is a minimum of three hours of flight time. The exception would be a pilot training for an Instrument Rating or a Commercial Certificate or a flight instructor certificate.

In the Civil Air Patrol every pilot needs an annual CAPF-5. So this is a win-win for all CAP pilots and CAP check pilots.