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This document shall ensure the applicant meets all eligibility requirements by the FAA and TSA. No application shall be accepted nor shall any test be initiated without this document completed in advance of the requested practical test.

Pre-Test Checklist

Instrument Rating - Airplane

Audience: All Flight Instructors and Applicants Applying for a Practical Test

Applicant Information

Name: _____

Phone: _____

Email: _____

CFI Information

Name: _____

Phone: _____

Email: _____



Getting Started

This guide has been developed to ensure that the applicant meets all FAA requirements for the rating sought. Please print and read this document in its entirety to ensure your student is fully prepared prior to making application or presenting oneself for the practical test. As you read this guide, please note that accuracy is critical. Take your time and complete all of the required information while utilizing all necessary guidance (FAR/AIM, PTS, etc.) to ensure compliance with all regulations. Doing so will be very helpful and will ensure better results and performance. Flight Instructors must use care while recommending the applicant for ratings, ensuring they meet all requirements.

COMPLETION OF THIS DOCUMENT IS MANDATORY

TASK: You must complete all applicable sections of this document prior to arriving for your practical test - No test shall be conducted without a complete and accurate document.

1) Integrated Airmen Certification and Rating Application - IACRA

TASK: Complete an IACRA application prior to arriving to the practical test.

TASK: Write down the IACRA assigned FTN number and username in the space provided.

TASK: Record and secret the IACRA password.

IACRA	
Username: _____	
FTN #: _____	

This information is important and necessary. The examiner is required to input the information in order access the IACRA system. Ensure all personal information is correct, including the existing pilot certificate information, medical certificate, and flight times. Print the 8710 form and carefully review it.

Note: the medical examiner's name must be exactly as it appears on the certificate, including punctuation. The class is as stated at the top of the document.

2) Airman Certification Standards Codes

The Federal Aviation Regulations require that flight instructors must review all subject areas associated with wrong answers. Therefore, the Flight Instructor must provide additional ground and flight instruction on the areas where the applicant was found deficient.

TASK: Please list and define all deficient subject codes in the spaces provided below. If more spaces are required, use the back of this page. Be prepared for the examiner to test the applicant on the specific deficient subject codes. Test codes may be downloaded from the FAA's website by visiting the following link (Please translate to new ACS Codes):

http://www.faa.gov/training_testing/testing/media/LearningStatementReferenceGuide.pdf

Subject Code	Definition	Subject Code	Definition



3) Airman Certification Standards

The Airman Certification Standards (ACS) book has been published by the Federal Aviation Administration (FAA) to establish the standards for pilot certification practical tests. If you do not have knowledge and understanding of the information in the ACS you will not be prepared for the practical test. FAA inspectors and designated pilot examiners shall conduct practical tests in compliance with these standards. Flight Instructors and applicants shall read and become familiar with this document before presenting the applicant for a practical test. Becoming familiar with this document will increase the applicant's chances of receiving a temporary airman certificate. Failure to become familiar with the ACS will greatly increase the applicant's chances of receiving a notice of disapproval.

4) Applicant Documents

TASK: Present the originals, as well as color copies of the following:

- FAA 8710-1 form OR IACRA Copy
- Government-Issued Photo Identification
- Pilot Certificate
- Medical Certificate
- Knowledge Test Results - Original w/ raised seal (if applicable)

5) Aircraft Documents

TASK: Locate and provide and explain to the examiner the following:

- Aircraft Logbook(s)

Inspection Type	Engine Date / Hours	Airframe Date / Hours	Propeller Date / Hours	Page #
Annual				
100-Hour				
Pitot-Static				
Transponder				
ELT				
AD Compliance				

- AROW Documents

- Airworthiness Certificate
- Aircraft Registration - Check Expiration: Date: _____
- Operating Handbook
- Weight and Balance Information



6) Personal Equipment

TASK: Arrive to the practical test with the following:

- View-Limiting Device
- Flight Computer and Plotter
- Flight Plan Forms
- Enroute Flight Logs
- Current resources, including, but not limited to:
 - FAR/AIM
 - AFD
 - Appropriate Charts and Publications
 - iPad w/ Foreflight or similar

7) Flight Plan

TASK: The applicant will create a cross-country flight to Henderson Executive Airport, KHND in Las Vegas, Nevada to be utilized the day of the practical test. The applicant shall use the weather at the time the flight plan is created and shall determine all elements of flight planning, including all items listed under 14 CFR 91.103. The flight plan must be fully developed, meaning all elements that go into the creation of a flight plan. Additionally, a weight and balance and all performance calculations must be determined for the conditions the aircraft for the day of your practical test (i.e. fuel to be onboard, etc.). Please use 180 lbs. for the examiner weight. The flight must be legal and the aircraft must be clean and free of all mechanical problems. *The applicant is solely responsible to create the flight plan without instruction.*

8) Aeronautical Experience & Logbook Verification- Instrument Rating

TASK: Read and become familiar with 14 CFR 61.65

TASK: Complete the following checklist to verify that ALL aeronautical experience requirements have been met per 14 CFR 61.65. Then, *in addition to bookmarking the experience in the applicant's logbook*, fill in the appropriate experience table.

FLIGHT EXPERIENCE

- 50 Hours Cross-Country PIC - §61.65(d)(1) TOTAL X/C TIME: _____ (MUST BE PIC)
- 40 Hours Act. or Sim. IFR - §61.65(d)(2) TOTAL IFR TIME: _____

FLIGHT TRAINING

- 15 Hours Dual Flight Training - §61.65(d)(2) TOTAL INSTRUCTION: _____ w/CFII
- 3 Hours Dual Flight Instruction within 2 Calendar Months of Practical Test - §61.65(d)(2)(i)

FLT #	Date	From	To	Miles	Dual	Total Flight
Totals						



One Long Dual IFR Cross-Country at least 250 nm along airways and directed by ATC, one instrument approach at each airport, three different kinds of IFR approaches - §61.65(d)(2)(ii)

FLT #	Date	From	To	Miles	Dual	Total Flight
Totals						

TASK: Ensure the requirements for 61.65(b) (1), (2), (3), (4), (5), (6), (7), (8), (9), (10) are all specifically annotated in the applicant's logbook.

61.65 (b) 1 thru 61.65(b) 10	Subject	Ground Training Time	Instructor Name/Signature/ CFI Number and Exp	Date
1	FARs			
2	Use of AIM for IFR			
3	ATC system and IFR Procedures			
4	IFR Navigation and Approaches			
5	IFR enroute and Approach Charts			
6	Aviation weather reports and forecasting			
7	Safe and efficient operation under IFR			
8	Critical Weather and Wind Shear			
9	ADM and judgment			
10	CRM and crew coordination			

Example: "61.65(b)(5) - Mr. Y has received 2 hours of ground training on the following: Use of IFR enroute instrument approach procedure plates.



NOTE: Logbook entries must include date, total flight time, departure and arrival locations, total flight time or lesson time or location of simulator or FTD, type and identification (registration number), aircraft, simulator, FTD, or ATD, and name of the safety pilot, if applicable.

9) Required Endorsements

TASK: Use the following checklist to verify that ALL endorsements required for the practical test have been completed per 14 CFR 61.65 and AC 61-65E (Dated 1/6/14 Change 1). All required endorsements are labeled with the * symbol. All others *may* be required.

Flight Proficiency / Practical Test

* I certify that _____ has received the required training in accordance with sections 61.65. I have determined he/she is prepared for the *Instrument Rating* practical Test.

Signature: _____ Date: _____

61.65

CFI#: _____ Exp: _____

Practical Test Preparation Deficient Aeronautical Knowledge Training

* I certify that _____ has is prepared for the *Instrument Rating* practical test and that he/she has completed all requirements listed under section 61.39(a)(6).

Signature: _____ Date: _____

61.39(a)(6)

CFI#: _____ Exp: _____

Flight Review

* I certify that _____, _____ pilot certificate number _____, has satisfactorily completed a flight review of section 61.56(a) on _____.

Signature: _____ Date: _____

61.56(a)

CFI#: _____ Exp: _____

May be required:

Complex Airplane

I certify that _____, _____ pilot certificate number _____, has received the required training of section 61.31(e) in a _____. I have determined he/she is proficient in the operation and systems of a high-performance airplane.

Signature: _____ Date: _____

61.31(e)

CFI#: _____ Exp: _____

High-Performance Airplane

I certify that _____, _____ pilot certificate number _____, has received the required training of section 61.31(f) in a _____. I have determined he/she is proficient in the operation and systems of a high-performance airplane.

Signature: _____ Date: _____

61.31(f)

CFI#: _____ Exp: _____

High-Altitude Aircraft

I certify that _____, _____ pilot certificate number _____, has received the required training of section 61.31(g) in a _____. I have determined he/she is proficient in the operation and systems of a pressurized aircraft.

Signature: _____ Date: _____

61.31(g)

CFI#: _____ Exp: _____

Tailwheel Airplane

I certify that _____, _____ pilot certificate number _____, has received the required training of section 61.31(i) in a _____. I have determined he/she is proficient in the operation and systems of a tailwheel airplane.

Signature: _____ Date: _____

61.31(i)

CFI#: _____ Exp: _____

Retesting After Failure of a Knowledge or Practical Test

I certify that _____ has received the (flight or ground) training required by section 61.49. I have determined that he/she is prepared for the *Instrument Rating* practical test.

Signature: _____ Date: _____

61.49

CFI#: _____ Exp: _____