

Flight Instructor ASEL Appointment Checklist

All practical tests must be approved by the FAA prior to commencing. The DPE obtains this authorization in DMS. This is why the requested information must be submitted ahead of time to me.

Please bring the following with you on the day of examination:

Personal Documents:

- Identification – Government issued photo ID (State driver’s license, US Passport)
- Pilot Certificate (**signed**)
- Current Medical Certificate (Full name, do not cut)
- Completed FAA Form 8710-1. Once your instructor signs your application in IACRA, print out the application and bring it to your appointment. That way if IACRA has any issues we can still complete your practical exam.
- Original Airman Knowledge Test Reports
- Pilot Logbook with appropriate instructor endorsements
- FAA Form 8060-5, Notice of Disapproval (if applicable)
- Letter of Discontinuance (if applicable)
- Approved School Graduation Certificate (if applicable)
- TSA Email (if applicable)
- Evaluator’s Fee (Cash, Check, Money Order or Venmo are accepted.)

Acceptable Aircraft:

- Aircraft Documents:
 - Airworthiness Certificate
 - Registration Certificate
 - Operating Limitations
 - Weight and Balance
- Aircraft Maintenance Records:
 - Logbook Record of Airworthiness Inspections and AD Compliance Report
 - Pilot’s Operating Handbook, FAA-Approved Aircraft Flight Manual

Personal Equipment:

- View-Limiting Device
- Computer and Plotter
- Current Aeronautical Charts (paper or electronic)
- U.S. Chart Supplements, Airport Diagrams and any other appropriate publications
- Current AIM
- Instructional aides

Final Preparation:

- Get good rest the night before. It's too late to learn anything at this point. See my "Tips" page for more details.
- Eat breakfast
- Bring a lunch/snacks and drinks. Keep your blood sugar levels up. Plan for a long day!
- Dress appropriately. There's no need to wear a 3-piece suit, but you should have a neat and presentable appearance and be dressed to perform the duties of a PIC.
- Everyone gets nervous before a practical test. The more prepared you are, the more confident you will be. Everything is done IAW the ACS. That is our common ground. If you are very familiar with the ACS, the only surprise will be how I ask the question.
- Don't focus on failing. I don't even like that word. Think of it this way: your instructor did great job preparing you. They believe you are ready. I am just one more set of eyes comparing you with the standard. Some days we discover a weak area of knowledge or skill and you just need to strengthen that and re-attack. It's better to find that weakness here with me instead of with a loved one or a future employer!

Below are some prequalification issues that delay a practical exam:

- No photo ID, pilot certificate or medical
- Name on photo ID does not match pilot certificate, medical, knowledge test, or application
- Expired/missing/improper endorsements
- Logbook times don't match regulatory requirements
- 8710-1 filled out incorrectly
- Unable to substantiate electronic logbook entries
- Failure to review deficiencies identified on airman knowledge test
 - Aircraft specific delays:
 - Aircraft condition – clean windshield, clean interior/exterior
 - POH: failure to include supplements, N-number or S/N on front page
 - Poor knowledge of logbook records of most recent Airworthiness Inspections and AD Compliance
 - Incorrect weight and balance entries
 - Safety equipment (fire extinguisher, life vests, first aid kits)
 - Inoperative equipment