

Private Pilot Applicant/CFI Checklist

Below is the checklist which follows the ACS. Please check it with your student/CFI.

Make sure you have all the required endorsements and flight time required in FAR Part 61/141. Use sticky notes to mark them in your logbook. Copies of required endorsements are attached.

CFIs make sure you give instruction on the areas missed on the written test (even if passed) and endorse the logbook accordingly.

The recommending instructor must insure ground instruction in all subject areas required in 61.107 is logged in the students log book. This is ground instruction on FLIGHT MANEUVERS and is the most commonly missed required to be logged item. READ 107 and make a log in retrospect if you have to , or use your CFI billing records..anything will work really as long as it is logged by date...there is no legal minimum but all areas must be covered. An example of an ideal training record is on the last page of this document.

The Practical Test will be conducted as required by the ACS. You will be expected to be proficient in, understand, and be able to explain all Areas of Operation and Tasks listed in the ACS. You can expect the paperwork, briefing, and oral to last approximately 3 hours, flight 1.5 hours, and the debrief/paperwork .5 hours.

The special emphasis areas listed separately in the PTS are still important and are tested; they are now rolled into the various areas of the ACS where they fit, such as risk assessment. Be familiar with the ACS and use it as your guide for preparation, as that is the document from which you will be evaluated.

Make sure to use your physical address and mailing address (if not the same) on the application.

Both student and CFI must check the Certificate Summary in IACRA to check that you are applying for the correct rating and you haven't deleted any ratings you already have.

Expect to get your cross country assignment from me the Friday before your check ride. Bring in the completed flight logs using forecast winds. Complete weight and balance, takeoff, and landing performance calculations. Bring your IACRA username and password.

Private Pilot Exam Applicant/CFI Checklist Eligibility & Prerequisites:

Aeronautical experience required 61.109(a)

1. 10 hrs solo
2. 20 hrs dual
3. 10 hrs airplanes
4. 3 hrs dual x-c
5. 5 hrs solo x-c > 50 NM
6. 3 hrs dual night x-c 100nm, 10 night ldg's
7. 40 hours total time.
8. 3 hrs dual instrument
9. 150 NM solo x-c, 3 legs, 3 landings at 3 different airports, 1 leg > 50 NM
10. 3 Landings Solo at Control Tower
11. 3 hrs. Dual prep for the practical test within the last 2 calendar months.

Required Endorsements: (see examples on last page or use preprinted logbook ones double check with this checklist)

1. Solo in make & Model [61.87(n)]
2. Solo Cross Country in category 61.93(c)
3. Solo to the location of the practical if the student has to fly solo there.
4. Pre solo Aeronautical Knowledge 61.87
5. Pre solo Flight Training 61.87(d)
6. 90 day solo in make and model 61.87(n)
7. Cross Country Training 61.93
8. Cross Country Planning & Preparation for each cross country 61.93.
9. Aeronautical Knowledge (Permission to take the Written) 61.103
10. CFI certifies that all prerequisites are met and is prepared for the Practical Test 61.39
11. Aeronautical Knowledge: 61.103(d), 61.105
12. Flight Proficiency: 61.103(f), 61.107(b), and 61.109(a) . .
13. Prerequisites for Practical Tests (within 2 calendar months): 61.39(a)
14. Satisfactory knowledge of deficient areas on written: 61.39(a)(6)
15. Additional training required for Notice of Disapproval: 61.49

Bring all of these items to the check ride.

Original Documents:

- Identification - Government issued Picture ID
- Student pilot certificate
- Medical certificate
- Written Test-within last 24 months, 61.39(a)
- Graduation certificate (if you are a 141 School Graduate)

Aircraft Documents:

- Airworthiness certificate
- Registration certificate (current)
- Pilot Operating Handbook -- FAA approved airplane flight manual
- Aircraft Weight & Balance

Aircraft Maintenance Records: *Use sticky notes to mark the following logbook pages.*

- Current Annual inspection
- 100 hour inspection if required
- AD compliance record
- ELT inspection compliance
- Transponder Encoder/Altimeter Check (if transponder installed)
- Pitot static system check. (If required)

Personal Equipment:

- View limiting device
- Current aeronautical charts
- Computer & plotter
- Flight plan form or EFB
- Flight Planning forms/logs
- Current AIM, Airport Facility Directory, & Appropriate Pubs
- Cash or Venmo for Examiner Fee.
- IACRA username and password

Private pilot practical test endorsements from AC 61-65, followed by **date**, instructor name and signature, 1234567CFI, exp. 12/31/2020)

PREREQUISITES FOR PRACTICAL TEST ENDORSEMENTS

Prerequisites for practical test: § 61.39(a)(6)(i) and (ii).

I certify that [First name, MI, Last name] has received and logged training time within 2 calendar-months preceding the month of application in preparation for the practical test and [he or she] is prepared for the required practical test for the issuance of Private Pilot certificate.

Review of deficiencies identified on airman knowledge test: § 61.39(a)(6)(iii)

I certify that [First name, MI, Last name] has demonstrated satisfactory knowledge of the subject areas in which [he or she] was deficient on the Private Pilot aeronautical knowledge test.

PRIVATE PILOT ENDORSEMENTS

Aeronautical knowledge test: §§ 61.35(a)(1), 61.103(d), and 61.105.

I certify that [First name, MI, Last name] has received the required training in accordance with § 61.105. I have determined [he or she] is prepared for the Private Pilot practical test.

Note: If the student takes the knowledge test via a letter of authorization instead of a logbook endorsement, the instructor should make the endorsement immediately above in the students logbook prior to authorizing the practical test.

Flight proficiency/practical test: §§ 61.103(f), 61.107(b), and 61.109.

I certify that [First name, MI, Last name] has received the required training in accordance with §§ 61.107 (b) [*1-10 as appropriate] and 61.109. I have determined [he or she] is prepared for the Private Pilot practical test.

PRIVATE SEL GROUND TRAINING RECORD

61.107 (b) (1)	Hours/CFII	Hours/CFII	Hours/CFII	Hours/CFII	Hours/CFII	Hours/CFII
(i) Preflight preparation						
(ii) Preflight procedures						
(iii) Airport and seaplane base operations						
(iv) Takeoffs, landings, and go arounds						
(v) Performance maneuvers						
(vi) Ground reference maneuvers						
(vii) Navigation						
(viii) Slow flight and stalls						
(ix) Basic instrument maneuvers						
(x) Emergency operations						
(xi) Night operations						
(xii) Postflight procedures						

