

Hello!

Thanks for scheduling your CIF ADD-ON check ride with me. Check rides are big milestones in the life of a pilot and I'll do all I can to make it as pleasant and enjoyable as I can!

Of course, things can happen and you may have to cancel. If you do, please let me know as quickly as possible. There is always a waiting list for Examiners, and someone else can benefit with enough advance notice.

We will meet at the airport on the date/time requested. Please make sure you have the following things with you (see Page 3 for some helpful tips):

- Maintenance records for the airplane. Be sure the required inspections are tagged for easy reference.
- Airworthiness and Registration documents
- Your personal logbook with any required items tabbed. ***Please make sure all columns/pages are totaled and all pages are signed by you. I suggest that you create a simple spreadsheet with your times and dates. It will save time!***
- Any required endorsements by your CFI. Incorrect or incomplete endorsements will stop the check ride before it starts!
- Your IACRA user name and password so you can log into IACRA
- View limiting device (except for Commercial)
- All reference materials you want to bring, but be sure to have the POH, FAR/AIM, required charts, E6B, and plotter.
- ***ORIGINAL*** knowledge test results...the one with the raised seal (*Note: if you took the test AFTER 1/13/2020, you will not have a raised seal on your test results*)

PLEASE go over your IACRA application and check for errors. Check carefully that your name is spelled correctly and that it appears the same in IACRA as it appears on your government issued photo ID and your Knowledge Test Results. ***If it doesn't, it will create problems and we may not be able to complete your check ride.***

IMPORTANT: Please print, and bring with you, a copy of the 8710 that your instructor has signed electronically. In the event we must revert to paper, having this will be helpful.

PLEASE NOTE: If there is a change in the aircraft you will be using (example: Using a 172M instead of a 172N, or a PA-28-161 instead of a PA-28-181) I need to know just as soon as you become aware of the change. It 'can' be a problem, but doesn't have to be as long as I know as far in advance as possible. It affects IACRA as well as internal paperwork I have to provide to the FAA, so it's a big deal. A change in tail number doesn't matter as long as the model number remains the same.

And, finally, please complete the form on the next page. Scan it and return it to me at pat@HoustonDPE.com. When I confirm your requested date, I will give you any special assignments to complete in preparation for the check ride.

Thanks, and I'm looking forward to flying with you.

Pat Brown, DPE
Pat@HoustonDPE.com
832.654.9831

PS: Please understand that the FAA requires AT LEAST 24 hour notice prior to any check ride and I must receive written permission from the local FSDO before the check ride can begin.

Check Ride Request Form

Today's Date: _____

Requested Check Ride Date: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Medical Type (1st/2nd/3rd/Basic Med) and date issued: _____

Applicant's FTN: _____

IACRA Application ID: _____ *(if you've completed the IACRA application)*

US Citizen: yes / no *(please circle one)* If 'no', nationality: _____

Type of ride *(please circle one)*: CFI SEL Add-On _____ CFII SEL Add-On _____ Reinstatement _____

Is this a Part 141 ride? Yes/No *(Please circle one. If 'yes', please include the Completion Certificate with this application!)*

Applicant's Email: _____ Applicant's Phone _____

Applicant's Certificate Number and type (student/private/commercial): _____

Your Instructor's Name: _____

Your Instructor's Phone: _____ Your Instructor's Email: _____

Your Instructor's Certificate Number: _____

Aircraft/Make/Model: _____ N Number: N _____

Type of Avionics: _____ Is the aircraft equipped with shoulder harnesses? Y / N

Retake? Y/N *(please circle one)* _____

Address of flight school or location where this ride will take place (please include the street address, city and zip code)

IMPORTANT: PLEASE SCAN AND SEND ME A COPY OF YOUR KNOWLEDGE TEST WHEN YOU RETURN THIS FORM. THAT MEANS YOU WILL BE SENDING ME TWO PIECES OF PAPER...THIS FORM AND YOUR TEST RESULTS. KEEP THE COPY WITH THE RAISED SEAL AND BRING IT TO THE CHECK RIDE.

Fee Schedule For Single-Engine CFI or CFII Add-On ("Initial CFI" authorization is pending FAA approval)

IWS/SGR/DWH/TME: \$850.00.00

ALL OTHERS WITHIN THE GREATER HOUSTON AREA: \$950.00

OUTSIDE THE GREATER HOUSTON AREA: COST VARIES WITH DISTANCE

RE-CHECK: \$400.00**

**Applies only if I did the original ride. If another examiner did the original ride, or if the re-check is the equivalent of an entire check ride, then standard fees will apply.

RE-SCHEDULE FEE: \$400.00 rescheduling fee will apply if we can't begin because of incomplete paperwork, improper logbook entries, missing endorsements, etc..

Regarding fee payment, I accept cash or ZELLE. The email I use that's associated with ZELLE is g.pat.brown@gmail.com at Bank Of America. If you choose ZELLE, please complete the transfer the evening before your check ride.

Please scan this page and email, ***along with a scan of your knowledge test results***, to me at Pat@HoustonDPE.com

CHECK RIDE TIPS

Here are some things that, over the course of many check rides, I have discovered will make things go much more smoothly on the ground. These are in no particular order but, I promise you, if you pay attention to these details, things will be far less stressful!

CREATE A LOOSE-LEAF NOTEBOOK. Here is what should be in that notebook:

- 1) A copy of the airworthiness certificate
- 2) A copy of the registration
- 3) A copy of the weight and balance
- 4) The original copy of your knowledge test results
- 5) A copy of the 8710 that your instructor signed in IACRA
- 6) A simple spreadsheet with the dates/times of those things that are required by the FARs for your certificate or rating. If you use an electronic logbook, it should create this for you and that is acceptable. Alternatively, TAB YOUR LOGBOOK. You would be surprised at how many people do not do this...and we spend 20-30 minutes searching.
- 7) A copy of the logbook entries for the most recent annual inspection and, if required, the 100-hour on the airframe, engine and prop, plus ELT, altimeter and, if required pitot-static and VOR checks.

BRING YOUR AIRCRAFT LOG BOOKS. Yes, I've asked for copies above but if any questions arise, we'll need to look at the original logs. I know this sounds obvious, but it wouldn't be on the list if it hadn't happened. **Review the logbooks with your instructor. Do this PRIOR to the check ride!!** **TAB ALL REQUIRED ENTRIES** to make them easy to find! Make sure there are maintenance entries for:

- 1) the Airframe,
- 2) the Engine, and
- 3) the Propeller

Make sure there are entries that show the ELT has been inspected, and the transponder have been checked. In the case of any IFR check ride, be sure the VORs have been checked (and logged!), and the pitot/static check is current.

*I am required to look at the **current AD list** for your aircraft. A logbook entry that states all ADs have been complied with is **not sufficient**. Make sure you have that list! If you do not have it, your mechanic can print it out for you.*

Make sure you have the correct logbook endorsements for your particular check ride. The FAA publishes an Advisory Circular 61-65. As of 1/23/20, the current version is 61-65H (dated 8/27/18)...but, you know this because you are a CFI!!

PART 141 CHECKRIDES

If you are testing under a 141 certificate, **I MUST know this** when you book your check ride as the FAA requires notification via the DMS system under which examiners operate. Scan-email the graduation certificate to me along with your check ride application form and knowledge test results.

ONE LAST THING...Always remember to SIGN EACH PAGE of your logbook. You are attesting that the information is accurate. Please do not miss this important detail!!