

\*\*\*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

Private Pilot: Single-Engine Land

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

## Applicant Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## CFI Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_





### 3) Airman Certification Standards

The Airman Certification Standards 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 greatly increase the applicant's chances of receiving a temporary airman certificate. **Thoroughly know the ACS**

### 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 explain to the examiner the following:

***You must bring the records that demonstrate airworthiness to the practical test***

- Aircraft Logbook(s)

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

**NOTE:** Not all aircraft inspections are required for certain practical tests

- 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 appropriate personal equipment such as:

- View-Limiting Device
- Flight Computer (electronic or manual) 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- Private Pilot

**TASK:** Read and become familiar with 14 CFR Part 61, Subpart E - specifically 61.103, .105, .107, and .109.

**TASK:** Complete the following checklist to verify that ALL aeronautical experience requirements have been met per 14 CFR 61.107 and 61.109. Then, *in addition to bookmarking the experience in the applicant's actual logbook*, fill in the appropriate experience table.

### ELIGIBILITY REQUIREMENTS - 14 CFR 61.103:

- Be at least 17 years of age
- Be able to read, speak, write, and understand the English language
- Pass the required knowledge test on the aeronautical knowledge areas listed in 61.105(b)

### AERONAUTICAL KNOWLEDGE - 14 CFR 61.103 \*Must Log Ground Instruction\*



**TASK:** Ensure the requirements for 61.105(a) (b) (1), (2), (3), (4), (5), (6), (7), (8), (9), (10), (11), (12), (13) (i)(ii) are all specifically annotated in the applicant’s logbook.

61.105 (b) 1 thru 61.105(b) 13(i)(ii)	Subject	Ground Training Time	Instructor Name/Signature/CFI Number and Exp	Date
1	FARs			
2	Accident Reporting Requirements			
3	Use of AIM and FAA ACs			
4	Aeronautical VFR Charts			
5	Radio Communication			
6	Critical Weather Situations			
7	Collision avoidance and wake turbulence			
8	Effects of Density Altitude			
9	Weight and Balance			
10	Aerodynamics, powerplants, and aircraft systems			
11	Stall and spin awareness and recovery			
12	ADM and judgment			
13(i)(ii)	Preflight action and planning			

Example: “61.105(b)(2) - Mr. Y has received 2 hours of ground training on the following: accident reporting requirements of the National Transportation Safety Board.” \_\_\_\_\_ FAR \_\_\_\_\_ Date \_\_\_\_\_ Flight Instructor



**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. All requirements for an add-on rating only are marked with the © symbol.

**FLIGHT EXPERIENCE REQUIRED**

40 Hours Total - §61.109(a)

TOTAL TIME: \_\_\_\_\_

**FLIGHT TRAINING**

20 Hours Dual Flight Training - §61.109(a) TOTAL INSTRUCTION: \_\_\_\_\_

3 Hours Dual Cross-Country Flight Training - §61.109(a)(1)

FLT #	Date	From	To	Miles	Dual	Total Flight
<b>Totals</b>						

3 Hours Dual Night Flight Training - §61.109(a)(2)

FLT #	Date	From	To	Miles	Dual	Total Flight
<b>Totals</b>						

One Dual Night Cross-Country Over 100NM Total Distance - §61.109(a)(2)(i)

FLT #	Date	From	To	Miles	Dual	Total Flight

10 Dual Takeoffs and Landings at Night w/ Traffic Patterns - §61.109(a)(2)(ii)

FLT #	Date	Airport	# Landings	Dual	Total Flight



<b>Totals</b>					
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3 Hours Dual IFR Flight Training (Simulated or Actual) - §61.109(a)(3)

FLT #	Date	From	To	Miles	Dual	Total Flight
<b>Totals</b>						

3 Hours Dual Flight Instruction within 2 Calendar Months of Practical Test - §61.109(a)(4)

FLT #	Date	From	To	Miles	Dual	Total Flight
<b>Totals</b>						

**SOLO**

10 Hours Solo - §61.109(a)(5)

5 Hours Solo Cross-Country - §61.109(a)(5)(i)

FLT #	Date	From	To	Miles	Solo	Total Flight
<b>Totals</b>						

One Solo Cross-Country at Least 150NM Total Distance, One Full-Stop Landing at Three Different Points, One Flight Leg at Least 50NM - §61.109(a)(5)(ii)

FLT #	Date	From	To	Miles	Solo	Total Flight
<b>Totals</b>						



- 3 Takeoffs and Landings to a Full-Stop at an Airport with an Operating Control Tower w/ Traffic Patterns- 61.109(a)(5)(iii)

FLT #	Date	Airport	# Landings	Solo	Total Flight
<b>Totals</b>					





### 9) Required Endorsements

**TASK:** Use the following checklist to verify that ALL endorsements required for the practical test have been completed per 14 CFR 61.109 and AC 61-65E (Dated 1/6/14 Change 1). All required endorsements are labeled with the \* symbol. All endorsements required for an add-on only are labeled with the ⊙ symbol. All others *may* be required.

← **Required for Initial Rating** - - - - - **Required for Add-On Only** →

**Flight Proficiency / Practical Test**

\* I certify that \_\_\_\_\_ has received the required training in accordance with sections 61.107 and 61.109 .  
I have determined he/she is prepared for the *Private Pilot* practical Test. ⊙

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ **61.107 & 61.109**

CFI#: \_\_\_\_\_ Exp: \_\_\_\_\_

**Practical Test Preparation Deficient Aeronautical Knowledge Training**

\* I certify that \_\_\_\_\_ has is prepared for the *Private Pilot* 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: \_\_\_\_\_

#### May be required:

**Additional Class Rating**

I certify that \_\_\_\_\_ has is prepared for the *Private Pilot Single-Engine Add-On* practical test and that he/she has completed all requirements listed under section 61.63(c). ⊙

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ **61.63(c)**

CFI#: \_\_\_\_\_ Exp: \_\_\_\_\_

**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 complex 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: \_\_\_\_\_

CFI#: \_\_\_\_\_ Exp: \_\_\_\_\_

**61.31(g)**

**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: \_\_\_\_\_

CFI#: \_\_\_\_\_ Exp: \_\_\_\_\_

**61.31(i)**

**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 *Private Pilot* practical test.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CFI#: \_\_\_\_\_ Exp: \_\_\_\_\_

**61.49**