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:	

	<u>CFI Information</u>	
Name:		
Phone:		
Email:		

Revision Date: August 2015



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, ACS, 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) Knowledge Test Codes

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

TASK: <u>List and define</u> 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:

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

Subject Code	Definition	Subject Code	Definition



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. <u>Thoroughly</u> know the ACS

4) Applicant Documents									
TASK: Present the originals, as well as color copies of the following:									
☐ FAA 8710-1 for	☐ FAA 8710-1 form OR IACRA Copy								
☐ Government-Iss	sued Photo Identification								
☐ Pilot Certificate	e								
☐ Medical Certific	cate								
☐ Knowledge Test	t Results - Original w/ raised	I seal (if applicable)							
5) Aircraft Documer	<u>nts</u>								
TASK: Locate and expla	ain to the examiner the follo	wing:							
You must bring the red	cords that demonstrate air	worthiness to the practical test							
Aircraft Logboo	ok(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	NOTE: Not all aircraft inspections are required for certain practical tests								
AROW Documer	☐ AROW Documents								
☐ Airwort	☐ Airworthiness Certificate								
☐ Aircraft	t Registration - Check Expira	tion: Date:							
☐ Operati	ing 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 \odot symbol.

F	FLIGHT EXPERIENCE REQUIRED 40 Hours Total - §61.109(a) TOTAL TIME:							
F	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	7	Го	Miles	5	Dual	Total Flight
Totals								
<u> </u>	Hours Dual	Night Flight Training	g - §61.10	09(a)(2)				
FLT#	Date	From	7	Го	Miles	5	Dual	Total Flight
Totals								
] One Dua	l Night Cross-Country	Over 10	0NM Total	Distance - §6	51.109(a)	n(2)(i)	
FLT#	Date	From	7	Го	Miles	5	Dual	Total Flight
] 10 Dual	Takeoffs and Landing	s at Nigh	t w/ Traff	ic Patterns -	§61.109(a)(2)(ii)	
FLT#	Date	Airport		# Lan	ndings		Dual	Total Flight



Totals							
3 Hours Dual IFR Flight Training (Simulated or Actual) - \$61.109(a)(3)							
FLT #	Date	From	То	Miles	Dual	Total Flight	
Totals							
o [3 Hours	Dual Flight Instructio	on within 2 Calendar	Months of Practica	l Test - §61.109(a)(4	4)	
FLT#	Date	From	То	Miles	Dual	Total Flight	
Totals							
S	OLO	5.1544.4004.3453					
		s Solo - §61.109(a)(5) Solo Cross-Country -					
FLT #	Date	From	То	Miles	Solo	Total Flight	
Totals							
	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	То	Miles	Solo	Total Flight	
Totals							



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
Totals					



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.

- Re	equired for Initial Ra	ting	Required for Add-On Only
	Flight Proficiency / Pra	actical Test	
		has received the is prepared for the <i>Priva</i> t	the required training in accordance with sections 61.107 and 61.109 ate Pilot practical Test.
	Signature:	Date:	61.107 & 61.109
	CFI#:	Exp:	
	Practical Test Preparat	tion Deficient Aeronautical	Knowledge Training
	I certify thatall requirements listed	has is prepare has is prepare under section 61.39(a)(6).	ed for the <i>Private Pilot</i> practical test and that he/she has complete
	Signature:	Date:	61.39(a)(6)
	CFI#:	Exp:	
Ma	y be required:		
	Additional Class Rating	·	
	I certify that		
	I certify that he/she has completed a	has is prepare	er section 61.63(c).
	I certify thathe/she has completed a	has is prepare hal requirements listed under	er section 61.63(c). 61.63(c)
	I certify thathe/she has completed a	has is prepare all requirements listed under Date:	er section 61.63(c). 61.63(c)
	I certify that	has is prepare all requirements listed under Date: Exp:	pilot certificate number, has receive
	I certify that he/she has completed a Signature: CFI#: Complex Airplane I certify that the required training of	has is prepare all requirements listed under Date: Exp:,	61.63(c) 61.63(c)
	I certify that	has is prepare all requirements listed under Date: Exp: Section 61.31(e) in a of a complex airplane.	pilot certificate number, has receive I have determined he/she is proficient in the
	I certify that	has is prepare all requirements listed under Date: Exp: Section 61.31(e) in a of a complex airplane Date:	pilot certificate number, has receive, last receive I have determined he/she is proficient in the
	I certify that	has is prepare all requirements listed under Date: Exp: Section 61.31(e) in a of a complex airplane.	pilot certificate number, has receive, last receive determined he/she is proficient in the
	I certify that	has is prepare all requirements listed under Date: Exp:	pilot certificate number, has receive, last receive determined he/she is proficient in the
	I certify that	has is prepare all requirements listed under Date: Exp: f section 61.31(e) in a of a complex airplane Date: Exp:	pilot certificate number, has receive I have determined he/she is proficient in the, has receive pilot certificate number, has receive I have determined he/she is proficient in the, has receive, has receive, has receive, has receive
	I certify that	has is prepare all requirements listed under Date: Exp: Section 61.31(e) in a of a complex airplane Exp: Date: Plane Section 61.31(f) in a	pilot certificate number, has receive pilot certificate number, has receive I have determined he/she is proficient in the, has receive pilot certificate number, has receive I have determined he/she is proficient in the
	I certify that	has is prepare all requirements listed under Date: Exp: f section 61.31(e) in a of a complex airplane Date: Exp:	



High-Altitude Aircraft I certify that the required training of sectio operation and systems of a pre-	n 61.31(g) in a	pilot certificate number, has received I have determined he/she is proficient in the
Signature:	Date:	61.31(g)
CFI#: Ex	kp:	_
Tailwheel Airplane		
I certify that the required training of sectio operation and systems of a tai	n 61.31(i) in a	pilot certificate number, has received, has received I have determined he/she is proficient in the
Signature:	Date:	61.31(i)
CFI#: Ex	кр:	_
Retesting After Failure of a K		
I certify that determined that he/she is pre		flight or ground) training required by section 61.49. I have t practical test.
Signature:	Date:	61.49
CFI#: Ex	кр:	