



# INTRODUCTION to the AEROBATIC INSTRUCTOR DESIGNATION PROGRAM



Welcome to the NAFI/IAC Aerobatic Instructor Designation Program! And thank you for your commitment to the advancement of professionalism in aerobatic training. This package contains the following materials for your use:

## **Informational Pages**

Background Information

Summary of Aerobatic Instructor Designations & Requirements

Advice on Assembling the Paperwork

Aerobatic Instructor Codes of Conduct

Examples of Aerobatic Instructor Activities

## **Forms to be Filled Out\***

### By Initial Applicants Only

Student Survey of the Applicant-as-Teacher

Aerobatic Education Assessment Form

### By All Applicants (Initial & Renewal)

Aerobatic Instructor Application

Biographical Data

Portfolio of Professional Development

Activity Completion Form

\* Much of the data can be typed directly into the forms before printing them, or you can print blank forms and fill them in manually (legibly, please!). For instance, partially completing the information on the Activity Completion Form (type in your name), then printing out several copies, completing the rest of the information by hand, and having them signed might save you time.



# AEROBATIC INSTRUCTOR DESIGNATION PROGRAM

## BACKGROUND INFORMATION



Many countries have established formal criteria for the “aerobatic instructor” designation; prior to this program, the United States had no such criteria.

Given the success of industry-based programs such as the NAFI Master Instructor Designation Program and the ICAS Aerobatic Competency Evaluation Program, it made sense for NAFI and IAC to collaborate in the formulation and administration of a voluntary aerobatic instructor designation program for many of the same reasons the Master Instructor and ACE Programs were instituted, namely:

- To establish professional standards
- To establish and promote a Code of Ethics
- To encourage continuing aviation education and self-assessment
- To provide a process for peer review and recognition of accomplishment
- To improve interaction and cooperation between FAA and aviation organizations
- To foster increased trust in consumers of aerobatic-related training services
- To foster increased trust—within and without the aviation community—of the important role of aerobatic-related training activities

Rather than reinventing the wheel, this program draws heavily on the existing NAFI Master CFI-Aerobatic Program, with additional ideas drawn from other relevant sources. This program contains three levels of aerobatic instructor: Flight Instructor-Aerobatic (FI-A), Certificated Flight Instructor-Aerobatic (CFI-A), and Master Certificated Flight Instructor-Aerobatic (MCFI-A). The existing MCFI-A criterion remains unchanged, and it represents the highest designation that can be achieved by an aerobatic instructor. Criteria for the remaining two designations are abbreviated versions of the full MCFI-A program, yet the criteria still allow interested individuals an opportunity to become credentialed aerobatic instructors.

**Flight Instructor-Aerobatic (FI-A):** This individual is not a current FAA-certificated flight instructor, but possesses at least a Commercial or an Airline Transport Pilot certificate, has received instruction in and passed the FAA knowledge test covering the Fundamentals of Instruction (FOI knowledge test—see the Summary of Aerobatic Instructor Designations & Requirements, Note 2, below for exceptions to this requirement), has a spin endorsement, and within the previous 24 calendar months has qualified to be an FI-A per the NAFI/IAC criteria.

**Certificated Flight Instructor-Aerobatic (CFI-A):** This individual is a current FAA-certificated flight instructor, and within the previous 24 calendar months has qualified to be a CFI-A per the NAFI/IAC criteria.

**Master Certificated Flight Instructor-Aerobatic (MCFI-A):** This individual is a current FAA-certificated flight instructor, has either been a CFI for at least four years or been a CFI for at least two years and holds Gold Seal status, and within the previous 24 calendar months has qualified to be an MCFI-A per the NAFI/IAC criteria.

All NAFI/IAC aerobatic instructors are required to maintain current NAFI and IAC memberships for the duration of their designations.

### **Detailing the Designation Criteria**

Competent flight instructors must have an understanding of the laws of learning and the student-instructor dynamic. Thus the FAA requires flight instructor applicants to pass a knowledge test on the Fundamentals of Instructing.

Flight instructors must also be well versed in the subject of stall/spin awareness. Thus the FAA requires flight instructor applicants to receive not only specific training in stall/spin awareness, but also a logbook spin endorsement. For the aerobatic instructor in particular, the importance of a thorough understanding of the stall/spin environment cannot be overstated. It is strongly recommended that ground and flight training for the spin endorsement include the following:

- All of the requirements spelled out in the applicable version of the FARs;
- All of the stall/spin training scenarios detailed in the applicable version of Advisory Circular 61-67, Stall and Spin Awareness Training;
- A sufficient number of intentional spins performed to be able then to teach spins competently and safely;
- Practical experience with common student errors during spins, including recoveries from botched aerobatic maneuvers.

The above requirements are relevant to those seeking the Flight Instructor-Aerobatic designation; therefore, they have been incorporated into the minimum requirements for initial FI-A applicants.

Regardless of the designation level sought, first-time applicants must satisfy all of the minimum requirements listed under the “Initial” column in the Summary of Aerobatic Instructor Designations & Requirements table. Previously designated Master CFI-As, however, are grandfathered in and are exempt from these initial requirements. Current MCFI-As will continue to renew their designations according to the requirements listed under the “Renewals” column.

Applicants who have already held an aerobatic instructor designation, but who are changing their designation status (e.g., FI-A to CFI-A; CFI-A to MCFI-A; MCFI-A to FI-A) are considered “renewals” provided the eligibility requirements for the particular designation level have been satisfied.

Refer to the Summary of Aerobatic Instructor Designations & Requirements and its accompanying Notes for all three levels of designated aerobatic instructor.

### **Abbreviations & Definitions**

ACE	Aerobatic Competency Evaluation/Evaluator
ACF	Activity Completion Form
Aerobatic-related	Includes spin, emergency maneuver, upset recovery, and traditional aerobatic training & education services
BOR	Board of Review
CEU	Continuing Education Unit [similar to a college credit, (1) CEU represents approximately (15) hours engaged in a particular activity]
CFI	Certificated Flight Instructor
CFI-A	Certificated Flight Instructor-Aerobatic
Endorsement	In the context of this program, “endorsement” means any written statement of instruction provided by an aerobatic instructor (applicant or designated instructor) to a student/trainee. Only CFI-As and MCFI-As can legally provide

those endorsements required and specified by the FARs; endorsements made by FI-As serve merely as records of the instruction provided for aerobatic instructor designation purposes (initial and renewal).

FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
FI-A	Flight Instructor-Aerobatic
FOI	Fundamentals of Instructing (an FAA knowledge test used to assess an applicant’s understanding of the learning process and the student-instructor relationship)
FSDO	Flight Standards District Office
IAC	International Aerobatic Club
ICAS	International Council of Air Shows
Instruction	In the context of this program, “instruction” encompasses all aspects associated with the art and act of providing aerobatic-related guidance, training, coaching, teaching, instruction, and other similar services for the benefit of a student/trainee. Similarly, “aerobatic instructor” (applicant or designated instructor) applies to the trainer, coach, instructor, and the like, who provides aerobatic-related training services.
Instruction Given	In the context of this program, “instruction given” denotes the amount of time (ground, or flight, or both) during which an aerobatic instructor and a student/trainee interact for the purpose of transferring aerobatic-related knowledge from instructor to student/trainee.
MCFI-A	Master Certificated Flight Instructor-Aerobatic
NAFI	National Association of Flight Instructors
PIC	Pilot in Command
Student/Trainee	In the context of this program, “student” and “trainee” apply to the person receiving aerobatic-related training services from an aerobatic instructor (applicant or designated instructor).

## Categories & Activities

Categories Credits earned toward the aerobatic instructor designation are divided into four broad categories as follows:

Educator	First and foremost, accredited aerobatic instructors must be educators, teachers of aerobatic-related topics
Service	Accredited aerobatic instructors dedicate a portion of their time to providing <i>pro bono</i> professional services to the aerobatic community
Media	Accredited aerobatic instructors share their aerobatic ideas, concepts, techniques, and research through written, electronic, video, and audio forms of media.
Participant	Accredited aerobatic instructors remain students of aerobatic-related subjects, always learning and increasing their knowledge base

Activities These are sub-categories within each of the four broad categories, and represent the specific events that earn Continuing Education Units (CEUs). Always keep in mind that (1) CEU is approximately equal to (15) hours of participation—ground time + flight time—in a given activity.



## SUMMARY of AEROBATIC INSTRUCTOR DESIGNATIONS & REQUIREMENTS



Identifier <sup>1</sup>	Complete Designation	Eligibility	Minimum Requirements (Within Preceding 24 Calendar Months)	
			Initial <sup>4, 5, 6</sup>	Renewal <sup>7, 8, 9</sup>
FI-A	Flight Instructor-Aerobatic	Commercial or ATP + FOI Knowledge Test <sup>2</sup> + FAA Spin Endorsement <sup>3</sup> + Current IAC & NAFI Memberships		<u>Abbreviated NAFI Master Instructor-Aerobatic Designation Program</u>  <b>Total CEUs = 16</b> <b>All CEUs Aerobatic-related</b>  <u>CEU Distribution:</u> Educator Category + <b>One</b> Additional Category
CFI-A	Certificated Flight Instructor-Aerobatic	Current FAA CFI + Current IAC & NAFI Memberships	(10) hrs Dual Aerobatic Flight Training Received + (50) hrs Dual Aerobatic Instruction Given + (3) Surveys from Aerobatic Students	<u>Educator:</u> Min. 8 Aerobatic CEUs + <b>Two</b> Different Activities  <u>Service, Media, Participant:</u> Min. 1 Aerobatic CEU in <b>One</b> of These Categories
MCFI-A	Master Certificated Flight Instructor-Aerobatic	Current FAA CFI + Current IAC & NAFI Memberships + <b>One</b> of the Following: <ul style="list-style-type: none"> <li>• Four years as a CFI <u>or</u></li> <li>• Gold Seal w/ two years as a CFI</li> </ul>	The Renewal Requirements Listed in the Column to the Right	<u>Full NAFI Master Instructor-Aerobatic Designation Program</u>  <b>Total CEUs = 32</b> <b>Min. Aerobatic CEUs = 16</b>  <u>CEU Distribution:</u> <b>All Four</b> Categories Included + <b>Two</b> Activities per Category  <u>Educator:</u> Min. 16 Total CEUs w/ Min. 8 Aerobatic CEUs  <u>Service, Media, Participant:</u> <b>Each</b> Category – Min. 2 Total CEUs w/ Min. 1 Aerobatic CEU

Notes:

1. Similar to the one-time Gold Seal instructor designation, aerobatic achievements can be appended to aerobatic instructor designations, for example: “CFI-A, All 5” would be a designated aerobatic instructor who has earned the “All 5” aerobatic achievement award; “FI-A, Adv Stars” would be a designated aerobatic instructor who has earned an Advanced Stars achievement award.
2. An applicant who already holds a flight or ground instructor certificate, or who holds a current teacher’s certificate for the 7th grade or higher, or who is employed as a teacher at an accredited college or university is not required to take the FOI knowledge test.
3. The importance of a thorough understanding of the stall/spin environment cannot be overstated. It is strongly recommended that ground and flight training for the FAA spin endorsement include the following:
  - a. All of the requirements spelled out in the applicable version of the FARs;
  - b. All of the stall/spin training scenarios detailed in the applicable version of Advisory Circular 61-67, Stall and Spin Awareness Training;
  - c. A sufficient number of intentional spins performed to be able then to teach spins competently and safely;
  - d. Practical experience with common student errors during spins, including recoveries from botched aerobatic maneuvers.
4. The initial requirement to have received (10) hours of dual aerobatic flight training does not have to be within the preceding (24) months. Furthermore, this requirement can be waived on a case-by-case basis for applicants who already have been involved in teaching/coaching aerobatics for some time, but who cannot easily provide proof of prior aerobatic training received.
5. Standardized Surveys of aerobatic students, provided as part of the application paperwork, are used to assess the qualifications of all initial applicants. Surveys serve the same function as letters of recommendation, but provide a standardized means for gauging an applicant’s ability to teach.
6. MCFI-As so designated prior to the start of this program are grandfathered.
7. Unless the guidelines stipulate otherwise, (1) Continuing Education Unit is approximately equivalent to (15) hours—ground time + flight time—engaged in a particular activity.
8. “Aerobatic Training” & “Aerobatic-related” include the following disciplines: spin, emergency maneuver, upset recovery, and traditional aerobatic training.
9. The most up to date information on the Aerobatic Instructor Designation program, including the most recent version of the application package, is available online at <http://iac.org/programs/designation.html>.



## ADVICE on ASSEMBLING the PAPERWORK



The following recommendations will help the application process run as smoothly as possible:

### **Mindset**

Treat the application process as if it were a check ride with an FAA Designated Pilot Examiner. All paperwork should be neat and organized. Relevant information should be easy to spot and to verify by anyone who may peruse the supporting documentation, which may include an audit by an FAA representative in the future.

The Board of Review is a volunteer group of your peers. The Board is tasked with verifying CEUs based on the supporting documents you provide. It is the applicant's responsibility not only to provide, but also to highlight essential information. If including multiple photocopied pages from a logbook, for example, yellow highlight, or circle, or otherwise identify the relevant entries. Consider providing a cover sheet summarizing that information as well.

### **Formulating a Plan**

First-time applicants can proceed one of several ways. Initial applicants can, for instance, elect to reconstruct their activities retroactively for the previous 24-month period. Although this may be somewhat time consuming, it is the fastest way to earn your initial aerobic instructor designation. On the other hand, a first-time applicant could also begin collecting qualifying activities and supporting documents from now moving forward, with the goal of applying for the designation once the required number of CEUs have been attained and documented.

Whatever method is used for the initial application, one simple method for collecting information for future renewals is to set up a folder. Each time you participate in a qualifying activity, drop copies of the supporting documents into the folder as the activity occurs over the next 24 months. When it's time to renew, pull out the folder. All of your information will be in one place.

### **Calculating CEUs**

Unless the guidelines stipulate otherwise, follow the formula (15) hours = (1) CEU. The hours engaged in an activity include ground and flight time.

CEUs for a given activity must be rounded down to either the nearest whole or half number. For example,  $111 \text{ hrs} / 15 \text{ hrs per CEU} = 7.4 \text{ CEUs}$ , so claim 7 CEUs; similarly,  $27 \text{ hrs} / 15 \text{ hrs per CEU} = 1.8 \text{ CEUs}$ , so claim 1.5 CEUs.

Even though you may be able to document more than the minimum number of CEUs needed for the designation, supply only the required number, plus perhaps an extra one or two CEUs "just in case."

## **Providing Activity Completion Forms & Supporting Documentation\***

Each activity requires filling out a separate Activity Completion Form. To be valid, each and every Activity Completion Form must be supported in one of two ways:

1. Either by attaching documentation that substantiates the activity and the CEUs claimed,
2. Or by having an official from an agency involved in, or a sponsor of the activity complete the bottom of the Form. The applicant cannot be the signatory here.

Supporting documentation should clearly show evidence of participation in the activity claimed; however, such documentation does not have to be unnecessarily voluminous. Providing representative copies may be all that's necessary in some cases.

If you have published an aerobatic book for instance, copies of the title page, copyright page, and table of contents may be sufficient. The first and last pages from a lengthy magazine article you've authored may be sufficient as well. Copies of a few pages from an extensive web site you've designed or maintained may also be sufficient.

If you are claiming CEUs for providing training using a written course syllabus, be sure to include a copy of that syllabus with the other supporting documentation for that activity.

Each Activity Completion Form and its supporting documentation should be a separable, stand-alone subset of the whole package.

\*Note: All initial applicants must also provide the following:

- Proof of at least (10) hours of aerobatic flight training received, except as provided in Note 4 of the Summary of Aerobatic Instructor Designations & Requirements table. Legible and highlighted copies from the applicant's logbook or verification letters from the applicant's aerobatic instructor(s) are acceptable.
- Proof of at least (50) hours of aerobatic instruction given. This can be accomplished by providing legible and highlighted copies of logbook entries (entries from the applicant's own logbook are acceptable), verification letters from students stating the hours of instruction given and the types of maneuvers performed, or similar such supporting information.
- Student Surveys completed by at least three of the applicant's former aerobatic students.
- Additionally, FI-A applicants must provide legible copies of their FOI knowledge test scores and their spin endorsements.

## **Mailing Your Application**

Be sure all of the checklist items listed on the bottom of the Aerobatic Instructor Application have been completed, including a check payable as noted on the application page.

Important: Make a copy of the entire package for your records! This way, you can refer to your paperwork should the Board of Review have any questions, or worse – should your package get lost or destroyed in the mail.

Send your application as follows:

### **FI-A & CFI-A Applications**

US Postal Service:  
International Aerobatic Club  
P. O. Box 3086  
Oshkosh WI 54903-3086

FedEx or UPS:  
International Aerobatic Club  
3000 Poberezny Road  
Oshkosh, WI 54902-8939

### **MCFI-A Applications**

US Postal Service:  
Nat'l Association of Flight Instructors  
P. O. Box 3086  
Oshkosh WI 54903-3086

FedEx or UPS:  
Nat'l Association of Flight Instructors  
3000 Poberezny Road  
Oshkosh, WI 54902-8939

### **What You Get in Return**

Your application will undergo preliminary screening at IAC HQ. It will then be forwarded to the Board of Review. The Board will notify you when your application has been approved. The following will occur soon thereafter:

- A news release extolling your accomplishment will be e-mailed to you and the aviation media
- Initial Applicants will receive an IAC lapel pin with the inscription, "Aerobatic Instructor"
- Initial Applicants will receive a wooden wall plaque with a date plate showing your designation
- Renewal applicants will receive an updated date plate to add to their wooden plaque
- A wallet card listing your aerobatic instructor designation information
- The well-deserved right to advertise yourself as a Designated Aerobatic Instructor
- Your name highlighted on the IAC Directory of Aerobatic Schools
- A separate listing along with other Designated Aerobatic Instructors on the IAC web site

In addition, Master Aerobatic Instructors receive the following:

- A NAFI "Master" lapel pin
- Exclusive access to NAFI Master apparel – clothing, hats, patches, etc.
- Special professional discounts
- Discounted CFI Insurance through Falcon Insurance Agency
- AGI and IGI holders are eligible for Gold Seal status
- Optional – FAA CFI certificate renewal through NAFI (additional fees apply)



## AEROBATIC INSTRUCTOR CODES of CONDUCT



As NAFI/IAC designated aerobatic instructors, we are not only ambassadors for the sport of aerobatics, but also recognized professionals in the field of flight instruction. Consequently, members of the National Association of Flight Instructors agree to abide by a Code of Ethics intended to further the objectives declared in the NAFI Constitution and the Bylaws of the Association. Aerobatic instructors are also encouraged to take the IAC Aerobatic Leadership Pledge.

### **NAFI Code of Ethics**

**Preamble:** We, the members of the National Association of Flight Instructors, accept the responsibility to practice our profession according to the highest ethical standards.

**Therefore we pledge:** To always provide a safe and effective learning situation for our students; to continually improve our own teaching and flying skills through education and operational experiences; to scrupulously adhere to safe practice and to applicable Federal and State Aviation Regulations; to treat fellow flight instructors with respect; to conduct both our professional and personal lives in a manner to reflect credit on the profession and to set an example of self-discipline for all pilots; to encourage our fellow flight instructors and the organizations in which they teach to uphold and support these principles; and to resist those practices which may undermine or defeat them.

### **IAC Aerobatic Leadership Pledge**

I publicly promise to set a leadership example in sport aerobatics by complying with the rules and standards of the International Aerobatic Club and with the rules of regulatory authorities.

And further, if I observe someone flying with disregard for these, I shall, privately and without threat of violation, coach that person in responsible aerobatic conduct.

### **Aviator's Model Code of Conduct (AMCC)**

For assistance in further developing a personal and/or flight school code of conduct, as well as advancing general aviation safety and citizenship, see the AMCC offered online at <http://www.secureav.com>.



## EXAMPLES of AEROBATIC INSTRUCTOR ACTIVITIES



Below are examples of representative aerobatic-related activities and the approximate ( $\approx$ ) number of CEUs that may be granted for that type of activity. One CEU is generally based on about (15) hours of involvement in an activity and includes both flight and ground time. To qualify for FI-A and CFI-A status, all of the CEUs must come from aerobatic-related activities. To qualify for MCFI-A status, at least one-half of the total CEUs must come from aerobatic-related activities, and one-half of the minimum CEUs from each of the four activity categories must be aerobatic in nature. This list can be used in conjunction with the NAFI list titled, "Master Instructor Activities." All activities must have been completed within the preceding 24 calendar months and may include, **but are not necessarily limited to**, the examples below.

**AEROBATIC EDUCATOR:** An accredited Aerobatic Instructor is first and foremost an educator, a teacher of aerobatic flight. For FI-A & CFI-A status: minimum of (8) aerobatic-related CEUs and (2) different activities. For MCFI-A status: minimum of (16) CEUs total and (2) different activities, with a minimum of (8) aerobatic-related CEUs.

Conducting aerobatic competition coaching sessions	Teaching – aerobatic aircraft check-out
Teaching – CFI spin endorsements	Teaching – aerobatic judges school
Teaching – EMT, spin, or aerobatic training programs using a written syllabus	Presenting – aerobatic seminars

**SERVICE TO THE AEROBATIC COMMUNITY:** An accredited Aerobatic Instructor devotes a portion of his/her time to providing *pro bono* professional services for the good of the aerobatic community. For FI-A & CFI-A status: minimum of (1) aerobatic-related CEU in either Service, Media, or Participant categories. For MCFI-A status: minimum of (2) CEUs total and (2) different activities, with a minimum of (1) aerobatic-related CEUs in this category.

IAC Chapter officer/director ( $\approx$ 1 per year of service)	Airboss at major airshow ( $\approx$ 1)
IAC Contest Director, Chief Judge or	Service as ICAS ACE ( $\approx$ 1 CEU per 3 certifications)
Recreational Aerobatic Activity Chair ( $\approx$ 1)	IAC Contest Judge ( $\approx$ 1 CEU per 30 judged flights)

**CREATOR OF AEROBATIC MEDIA:** An accredited Aerobatic Instructor authors and shares ideas, methods, and original research using various media forms. For FI-A & CFI-A status: minimum of (1) aerobatic-related CEU in either Service, Media, or Participant categories. For MCFI-A status: minimum of (2) CEUs total and (2) different activities, with a minimum of (1) aerobatic-related CEUs in this category.

Original training syllabus for an aerobatic program	Aerobatic judging computer program
Contest or recreational activity guidelines documentation	Publishing magazine or newsletter article
Designing/maintaining a web site	Producing a book, video/DVD, or audio program

**AEROBATIC PARTICIPANT:** An accredited Aerobatic Instructor is always learning and increasing his/her aerobatic knowledge base. For FI-A & CFI-A status: minimum of (1) aerobatic-related CEU in either Service, Media, or Participant categories. For MCFI-A status: minimum of (2) CEUs total and (2) different activities, with a minimum of (1) aerobatic-related CEUs in this category.

Major redesign/modification of aerobatic aircraft	Aerobatic competitor ( $\approx$ 1 CEU per 3 contests)
Obtaining an IAC achievement award	Aerobatic airshow participant ( $\approx$ 1 CEU per 3 airshows)
Obtaining a new or upgraded ICAS low-level waiver	Attending aerobatic-related seminars



— Initial Applicants Only —



# STUDENT SURVEY of the APPLICANT-as-TEACHER

(Make copies — minimum of three aerobatic students required)

Applicant's Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

To the student: Candid feedback is important not only to the development of the applicant as an aerobatic instructor, but also to the success of the aerobatic instructor designation program as a whole.

To the applicant: Use feedback provided by your students not as a personal critique, but as a way of identifying areas in which you can improve as an instructor. Ultimately, this will benefit you as well as future students.

Please circle the most appropriate response to each statement:

**1=Needs Development; 2=Below Average; 3=Average; 4=Above Average; 5=Excellent**

- 1. Lesson objectives were presented in a clear & understandable manner 1 2 3 4 5
- 2. A safe & collective vision was established for the lessons 1 2 3 4 5
- 3. Questions were answered in a clear, concise, & direct manner 1 2 3 4 5
- 4. The needs of the student were given due consideration 1 2 3 4 5
- 5. Feedback was helpful & criticism was constructive 1 2 3 4 5
- 6. Effective & efficient use was made of the training sessions 1 2 3 4 5
- 7. The student was allowed to do as much of the hands-on flying as possible 1 2 3 4 5
- 8. The applicant acted in a professional manner 1 2 3 4 5
- 9. The applicant was confident & knowledgeable about the lessons & related material 1 2 3 4 5
- 10. The applicant demonstrated interest in & enthusiasm for instructing 1 2 3 4 5
- 11. The applicant strived to be an effective communicator 1 2 3 4 5
- 12. Overall, the applicant was a good teacher 1 2 3 4 5

Provide any additional comments on the back of this sheet (written comments will remain confidential).





# AEROBATIC INSTRUCTOR APPLICATION



FI-A

CFI-A

MCFI-A

1. Full Name: \_\_\_\_\_ NAFI# \_\_\_\_\_
2. Street address: \_\_\_\_\_ IAC# \_\_\_\_\_
3. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_
4. Phones: Business \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_
5. E-mail\*: \_\_\_\_\_ Web site: \_\_\_\_\_

**\*NOTE:** E-mail/Internet access is essential for timely two-way communication and networking.

6. Instructor Ratings / Designations:

Airplane SEL / SES	Light Sport Aircraft (LSA)	Basic ground instructor
Airplane MEL / MES	Glider	Instrument ground instructor
Instrument airplane	Lighter-than-air	Advanced ground instructor
Instrument helicopter	Part 141 Chief / Assistant Chief	FAA/Industry Pilot Examiner
Rotorcraft helicopter	Gold Seal	FAAST Representative
Rotorcraft gyroplane	Platinum Seal	Other: _____

7. Last Aerobatic Instructor accreditation (if applicable): Type: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_
8. Date of initial flight / ground instructor certification (if applicable): Month: \_\_\_\_\_ Year: \_\_\_\_\_
9. Expiration date of current flight instructor certificate (if applicable): Month: \_\_\_\_\_ Year: \_\_\_\_\_
10. Please provide complete contact information for an FAA/FSDO representative or an aviation related employer/supervisor who can provide a professional reference to the Board of Review.

Name & title: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

11. During the preceding 5 years, have any of your FAA or industry issued airman certificates been suspended, revoked, or subjected to any enforcement action, or have you been convicted of a felony?  
 Yes                  No                  If yes, please attach a written explanation and documentation.

**Checklist Items – your completed portfolio must contain all of the following:**

- \_\_\_ 1. Completed Aerobatic Instructor Application page;
- \_\_\_ 2. Completed Biographical Data page;
- \_\_\_ 3. A 1- or 2-page bulleted résumé with your aviation, education, and professional background;
- \_\_\_ 4. An aviation oriented JPEG depicting you at work as an aviation educator;
- \_\_\_ 5. Legible copies: both sides of all airman certificates & government issued photo ID (drivers lic. or passport);
- \_\_\_ 6. All Initial Applicants: proof of (50) hrs of aerobatic instruction given (e.g., highlighted logbook entries or verification letters). Initial FI-A applicants: include copies of FOI knowledge test score & spin endorsement;
- \_\_\_ 7. Completed, signed, & dated Portfolio of Professional Development page(s);
- \_\_\_ 8. Activity Completion Forms along with appropriate supporting documentation attached for each Aerobatic Instructor activity being submitted for CEU credit;
- \_\_\_ 9. A check or money order for \$199 payable: to IAC for FI-A & CFI-A; to NAFI for MCFI-A.

QUESTIONS? Contact the Board of Review at rich@richstowell.com



## BIOGRAPHICAL DATA



**Please provide the following biographical information, which may be used for press releases, aerobatic instructor designation announcements, networking, and other publicity.**

Full Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

How would you like your name to appear on your plaque? \_\_\_\_\_

When & where did you learn to fly? \_\_\_\_\_

When & where did you earn initial CFI/GI certification? \_\_\_\_\_

Other airman certificates/ratings: \_\_\_\_\_  
\_\_\_\_\_

Approximate flight hours: \_\_\_\_\_ Approximate instructional hours given: \_\_\_\_\_

Local FSDO: \_\_\_\_\_ Are you an FAAS Team Rep? \_\_\_\_\_

FAAS Team Manager (SPM) name & e-mail: \_\_\_\_\_

List areas in which you specialize (spin training, aerobatics, etc.): \_\_\_\_\_  
\_\_\_\_\_

Airport names & identifiers where you do most of your instruction? \_\_\_\_\_

Do you teach for an FBO or school, or are you independent? \_\_\_\_\_

Your aviation position & title: \_\_\_\_\_

Do you instruct part-time or full-time? \_\_\_\_\_

What is your full-time occupation, place of employment, title? \_\_\_\_\_

Activity in other aviation organizations (i.e., AOPA, CAP, EAA, etc.): \_\_\_\_\_  
\_\_\_\_\_

Awards or special recognition: \_\_\_\_\_  
\_\_\_\_\_



# AEROBATIC INSTRUCTOR PORTFOLIO of PROFESSIONAL DEVELOPMENT



Applicant's Full Name: \_\_\_\_\_

List below each of your activities and indicate the approximate number of CEUs earned for that activity. A separate Activity Completion Form with supporting documentation must accompany each activity listed below. All FI-A and CFI-A activities must be aerobic in nature. Only MCFI-A applicants are permitted to submit non-aerobic activities for credit provided the minimum number of aerobic CEUs in each category have been met. If additional space is required, please copy this form.

	Non-Aerobic (MCFI-A only)	Aerobic
<b>EDUCATOR</b> <span style="color: red;">Min. (8) for FI-A &amp; CFI-A; Min. (16) for MCFI-A</span>		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
<b>Sub-Totals</b>	_____	_____
	+	= _____

<b>SERVICE to the AVIATION COMMUNITY</b> <span style="color: red;">Min. (2) for MCFI-A</span>		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
<b>Sub-Totals</b>	_____	_____
	+	= _____

<b>CREATOR of MEDIA</b> <span style="color: red;">Min. (2) for MCFI-A</span>		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
<b>Sub-Totals</b>	_____	_____
	+	= _____

<b>PARTICIPANT</b> <span style="color: red;">Min. (2) for MCFI-A</span>		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
<b>Sub-Totals</b>	_____	_____
	+	= _____

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**CEU TOTALS** Min. (16) for FI-A & CFI-A; Min. (32) for MCFI-A      \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

**Affidavit**

I hereby attest that all information I am submitting is true, correct, and complete. I understand that any misrepresentation of facts may result in denial of Aerobatic Instructor designation. I authorize present and past employers, the Federal Aviation Administration, industry organizations issuing pilot and/or instructor certification, and law enforcement agencies to disclose to the Board of Review information about me from records in their possession, and to provide copies of information as necessary.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_



# AEROBATIC INSTRUCTOR ACTIVITY COMPLETION FORM



(Make additional copies of this form as needed)

Applicant's Full Name: \_\_\_\_\_

Each Activity submitted for CEU credit must be accompanied by a completed Activity Completion Form (ACF) and the required appropriate supporting documentation. The Board of Review will not solicit activity verification or documentation on an applicant's behalf. Numerous examples of acceptable documentation are listed below. All documentation must include the applicant's name and must verify both the nature of the activity claimed and the activity's inclusive dates. All FI-A and CFI-A activities must be aerobatic in nature. Only MCFI-A applicants are permitted to submit non-aerobatic activities for credit provided the minimum number of aerobatic CEUs have been met in each category.

MCFI-A applicants only — check only if this **not** an aerobatic activity

Check activity category:      Educator              Service              Media              Participant

Activity completed: \_\_\_\_\_

Hours spent completing activity: \_\_\_\_\_ Inclusive date(s): \_\_\_\_\_

Statement of activity relevance: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please check the type of documentation included and attached to this form:**

- |                                     |  |
|-------------------------------------|--|
| Graduation / completion certificate | Copy of student / instructor / DPE logbook entries |
| Grade report / test results         | Class roster, contract, pay stubs, etc.            |
| Course syllabus / course outline    | Copy of authored material                          |
| Committee / board meeting minutes   | FAA / industry forms (Form 8710, 8060-4/5, etc.)   |
| Chief CFI / manager signoff         | Receipts / invoices                                |
| Verification letters / e-mails*     | Other (specify): _____                             |

\*Verification e-mails must be sent to the applicant, printed, and attached to this form

**In lieu of attaching the required supporting documentation, have the agency or individual sponsoring this activity complete the verification affidavit. Applicants may not sign themselves off in the section below.**

Sponsor: \_\_\_\_\_ Official's name/title: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature of Official: \_\_\_\_\_