

# INTRODUCTION to the MASTER INSTRUCTORS LLC

## ***AEROBATIC INSTRUCTOR DESIGNATION PROGRAM™***

Welcome to the Master Instructors LLC 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:

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

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#### MCFI-A Applicants Using the Designation for CFI Renewal

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\* Much of the data can be typed directly onto 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 Master Instructor Continuing Education Program™ and the ICAS Aerobatic Competency Evaluation Program, it made sense to develop and administer 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 drew heavily on the existing Master CFI-Aerobatic Program launched in 2001, 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 notes section in the [Summary of Aerobatic Instructor Designations & Requirements](#) 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 program 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 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 criteria.

Although not required, designated aerobatic instructors are strongly encouraged to maintain membership in the International Aerobatic Club (IAC, [www.iac.org](http://www.iac.org)) 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 until their next renewal. 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
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
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 Hours credited toward the aerobatic instructor designation are divided into five broad categories as follows:

Educator	First and foremost, accredited aerobatic instructors must be educators, teachers of aerobatic-related topics
Continuing Ed	Accredited aerobatic instructors remain students of aerobatic-related subjects, always learning and increasing their knowledge base
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, research, and news through written, electronic, video, and audio forms of media.
Participant	Accredited aerobatic instructors participate in aviation-related activities such as aerobatic contests & air shows, conventions & conferences, museum tours, and safety programs

Activities These are sub-categories within each of the five broad categories, and represent the specific events for which credit is being requested. Generally speaking, ground time and flight time can be counted toward the total hours engaged in a particular activity.

## SUMMARY of AEROBATIC INSTRUCTOR DESIGNATIONS & REQUIREMENTS

Identifier <sup>1</sup>	Complete Designation	Eligibility <sup>2</sup>	Minimum Requirements (Within Preceding 24 Calendar Months)	
			Initial <sup>5,6</sup>	Renewal <sup>7, 8, 9</sup>
FI-A	Flight Instructor-Aerobatic	Commercial or ATP + FOI Knowledge Test <sup>3</sup> + FAA Spin Endorsement <sup>4</sup>		<u>Abbreviated Master Instructor-Aerobatic Designation Program</u>  <b>Total Hours = 250</b> <b>All Hours Aerobatic-related</b>  <u>Distribution of Hours:</u> Educator Category + <b>Two</b> Additional Categories  <u>Educator Category:</u> Min. 125 Aerobatic Hours + <b>Two</b> Different Activities  <u>Service, Continuing Ed, Media, &amp; Participant Categories:</u> Min. 15 Aerobatic Hours in <b>Two</b> of These Categories
CFI-A	Certificated Flight Instructor-Aerobatic	Current FAA CFI	(10) hrs Dual Aerobatic Flight Training Received + (50) hrs Dual Aerobatic Instruction Given + (3) Surveys from Aerobatic Students + The Renewal Requirements Listed in the Column to the Right	<u>Full Master Instructor-Aerobatic Designation Program</u>  <b>Total Hours = 500</b> <b>Min. Aerobatic Hours = 250</b>  <u>Distribution of Hours:</u> <b>All Five</b> Categories Included + <b>Two</b> Activities per Category  <u>Educator Category:</u> Min. 250 Total Hours w/ Min. 125 Aerobatic Hours  <u>Service, Continuing Ed, Media, &amp; Participant Categories:</u> Min. 30 Total Hours w/ Min. 15 Aerobatic Hours in <b>Each</b> of These Categories
MCFI-A	Master Certificated Flight Instructor-Aerobatic	Current FAA CFI + <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>		<u>Full Master Instructor-Aerobatic Designation Program</u>  <b>Total Hours = 500</b> <b>Min. Aerobatic Hours = 250</b>  <u>Distribution of Hours:</u> <b>All Five</b> Categories Included + <b>Two</b> Activities per Category  <u>Educator Category:</u> Min. 250 Total Hours w/ Min. 125 Aerobatic Hours  <u>Service, Continuing Ed, Media, &amp; Participant Categories:</u> Min. 30 Total Hours w/ Min. 15 Aerobatic Hours in <b>Each</b> of These Categories

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 IAC's “All 5” aerobatic achievement award; “FI-A, Adv Stars” would be a designated aerobatic instructor who has earned IAC's Advanced Stars achievement award.
2. Although not required, aerobatic instructors are encouraged to maintain membership in the International Aerobatic Club (IAC, [www.iac.org](http://www.iac.org)) for the duration for their designations.
3. 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.
4. 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.
5. 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.
6. 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 initial applicant's ability to teach.
7. MCFI-As so designated prior to the start of this program are grandfathered until their next renewal.
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 this application package, are available at Master Instructors LLC ([www.masterinstructors.org](http://www.masterinstructors.org)).

## **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 hours 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 aerobatic 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 hours 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 now be in one place.

### **Qualifying Your Hours**

Generally speaking, the total hours engaged in an activity may include ground and flight time.

Hours for a given activity must be rounded down to either the nearest whole or half hour. For example, 10.4 hours = 10 hours; 10.8 hours = 10.5 hours.

Even though you may be able to document more than the minimum number of hours needed for your designation, supply the required number plus perhaps a few more hours "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 hours 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 many cases.

If you have published an aerobic 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 hours 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 aerobic flight training received, except as provided in the notes section of the Summary of Aerobic Instructor Designations & Requirements. Legible and highlighted copies from the applicant's logbook or verification letters from the applicant's aerobic instructor(s) are acceptable.
- Proof of at least (50) hours of aerobic 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 aerobic 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 Aerobic Instructor Application have been completed, including a check payable to Master Instructors LLC.

**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. Mail your application along with the appropriate application fee (see the Rate Chart & Summary of Benefits). Master Instructors LLC will notify you when your application has been approved.



# AEROBATIC INSTRUCTOR CODES of CONDUCT

As an Aerobatic Instructor designated by Master Instructors LLC, you are not only an ambassador for the sport of aerobatics, but also a recognized professional in the field of flight instruction. As such, you are encouraged to become a member of the IAC and to take the IAC Aerobatic Leadership Pledge:

## **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.

And although not required for designation as an Aerobatic Instructor, you are further encouraged to become a member of the Society of Aviation & Flight Educators (SAFE, [www.safepilots.org](http://www.safepilots.org)) bound by the SAFE Code of Ethics:

## **SAFE Code of Ethics**

**Preamble** Aviation educators are the gateway for anyone aspiring to be part of the aviation community, be it for pleasure, business, commercial or military aviation. Although today's pilots and aviation professionals have access to highly sophisticated systems and resources, the best safety device remains a well-trained individual possessing the knowledge, skill, and understanding to safely and competently handle any aviation challenge. We, the members of the Society of Aviation and Flight Educators, therefore accept the responsibility to practice our profession according to the standards listed below:

### **We pledge to exemplify and provide:**

- A learning environment that promotes excellence and professionalism, rather than minimum standards;
- Opportunities for our students/clients to experience diverse situations and scenarios in a controlled learning environment;
- Instruction that is efficient and effective;
- Safe, rewarding and organized learning programs;
- Conservative practices, personal minimums and a safety mindset;
- Tools for risk management, and aeronautical decision making, with safety as the highest priority;
- Adherence to regulations and limitations and rules of good basic common sense;
- A teaching philosophy and exemplary conduct promoting: integrity; positive attitudes; personal responsibility; environmental stewardship; accountability; and courtesy toward fellow members of the aviation community;
- A commitment to continuing education and personal improvement, including recurrent training;
- Respect for the privilege of flight; and
- Dedication to the safety of all flight operations and the reduction of aviation accidents

Each member of the Society of Aviation and Flight Educators agrees to abide by this Code of Ethics to further the objectives of SAFE.

## **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 aerobic-related activities and the approximate (≈) number of hours that may be granted for that type of activity. Total hours in an activity generally may include both flight and ground time. To qualify for FI-A and CFI-A status, all of the hours must come from aerobic-related activities. To qualify for MCFI-A status, at least one-half of the total hours must come from aerobic-related activities, and one-half of the minimum hours in each of the five activity categories must be aerobic in nature. 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 Aerobic Instructor is first and foremost an educator, a teacher of aerobic flight. For FI-A & CFI-A status: minimum of (125) aerobic-related hours and (2) different activities. For MCFI-A status: minimum of (250) total hours and (2) different activities, with a minimum of (125) of those hours being aerobic-related.

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

**CONTINUING EDUCATION:** An accredited Aerobic Instructor is always learning and increasing his/her aerobic knowledge base. For FI-A & CFI-A status: minimum of (15) aerobic-related hours in any two of Continuing Ed, Service, Media, and Participant categories. For MCFI-A status: minimum of (30) total hours and (2) different activities, with a minimum of (15) of those hours being aerobic-related in this category.

Obtaining an IAC achievement award	Obtaining/renewing an ICAS low-level waiver
Checking out in new aerobic airplane	Aerobic-related courses, ground schools, seminars

**SERVICE TO THE AEROBATIC COMMUNITY:** An accredited Aerobic Instructor devotes a portion of his/her time to providing *pro bono* services for the good of the aerobic community. For FI-A & CFI-A status: minimum of (15) aerobic-related hours in any two of Continuing Ed, Service, Media, and Participant categories. For MCFI-A status: minimum of (30) total hours and (2) different activities, with a minimum of (15) of those hours being aerobic-related in this category.

IAC Chapter officer/director (≈15 hours per year of service)	Airboss at major airshow (≈15 hours)
IAC Contest Director, Volunteer Coordinator, Chief Judge	Service as ICAS ACE (≈5 hours per certification)
Recreational Aerobic Activity Chair (≈15 hours)	IAC Contest Judge (≈5 hours per 10 judged flights)

**MEDIA:** An accredited Aerobic Instructor shares ideas, methods, original research, and news using various media forms. For FI-A & CFI-A status: minimum of (15) aerobic-related hours in any two of Continuing Ed, Service, Media, and Participant categories. For MCFI-A status: minimum of (30) total hours and (2) different activities, with a minimum of (15) of those hours being aerobic-related in this category.

Original training syllabus for an aerobic program	Aerobic 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

**PARTICIPANT:** An accredited Aerobic Instructor participates in activities and organizations that promote aviation in general, and aerobics in particular. For FI-A & CFI-A status: minimum of (15) aerobic-related hours in any two of Continuing Ed, Service, Media, and Participant categories. For MCFI-A status: minimum of (30) total hours and (2) different activities, with a minimum of (15) of those hours being aerobic-related in this category.

Major redesign/modification of aerobic aircraft	Aerobic competitor (≈5 hours per contest)
Aerobic air show participant (≈5 hours per air show)	Attending aerobic events, conferences, or meetings

## **RATE CHART & SUMMARY OF BENEFITS**

### **Application Fees**

- FI-A, CFI-A, MCFI-A: \$169
- SAFE Member\*: \$149 (provide a copy of your current SAFE member ID card)
- IAC Member\*: \$149 (provide a copy of your current IAC member ID card)

\* Only one discount allowed per application

- CFI Renewal Option\*\*:
- \$35 (w/ graduation certificate only)
  - \$75 (w/ FAA Form 8060-4, Temporary Certificate)

\*\* MCFI-A applicants only, subject to additional requirements

Make checks payable to: Master Instructors LLC

### **Mailing Completed Aerobatic Instructor Applications**

Rich Stowell  
P.O. Box 4597  
Ventura, CA 93007

Coordinate w/ Rich before mailing: [rich@richstowell.com](mailto:rich@richstowell.com), 805-525-2037

### **Summary of Benefits**

As a Master Instructors LLC Aerobatic Instructor, you are entitled to the following at the time of your designation:

- A news release extolling your accomplishment e-mailed to you and the aviation media
- Initial Applicants receive a wooden wall plaque with a date plate showing your designation
- Renewing Applicants receive an updated date plate to add to their wooden plaque
- The well-deserved right to proudly advertise yourself as a Designated Aerobatic Instructor (FI-A, CFI-A, or MCFI-A)
- IAC members receive a lapel pin with the inscription, "Aerobatic Instructor"

In addition, MCFI-As receive the following:

- A "Master" lapel pin
- Exclusive access to Master apparel – clothing, hats, patches, etc.
- Special professional discounts

Optional, MCFI-As only:

- FAA CFI certificate renewal provided the additional requirements are met, sufficient lead time has been provided by the applicant, and the appropriate additional fee is paid

**— 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).

— Initial Applicants Only —

## AEROBATIC EDUCATION ASSESSMENT FORM

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

1. Where did you receive your aerobatic training (check all that apply)?

Military      Civilian Aerobatic School w/ Syllabus      Self-Taught      Other

2. Approximately how many hours of aerobatic instruction have you received? \_\_\_\_\_

3. List some of the aerobatic books you've read: \_\_\_\_\_

\_\_\_\_\_

4. List some of the books on spins you've read: \_\_\_\_\_

\_\_\_\_\_

5. List some of the aerobatic video/DVD programs you've studied: \_\_\_\_\_

\_\_\_\_\_

6. List any other relevant background information regarding your aerobatic experience:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Participation in either competition aerobatics or air shows in and of itself provides little insight into an applicant's ability to teach and is not required for the aerobatic instructor designation. However, credits for participating in these areas can be applied toward the total number of hours needed for an aerobatic instructor designation. If you have participated in the IAC Achievement Awards Program, please circle the highest award level attained to date:

Highest Smooth Award

P S I A U All 5

Highest Stars Award

P S I A U All 10

# AEROBATIC INSTRUCTOR APPLICATION

FI-A

CFI-A

MCFI-A

1. Full Name: \_\_\_\_\_ IAC# \_\_\_\_\_
2. Street address: \_\_\_\_\_ SAFE# \_\_\_\_\_
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 for each Aerobatic Instructor activity being submitted for credit;
- \_\_\_ 9. To be eligible for the discounted fee, provide a legible copy of your IAC or SAFE member ID card;
- \_\_\_ 10. A check or money order payable to Master Instructors LLC (see [Rate Chart](#) for fees).

QUESTIONS? Contact the Board of Review — [rich@richstowell.com](mailto: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, IAC, SAFE, 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 hours 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 hours in each category have been met. If additional space is required, please copy this form.

	Non-Aerobic (MCFI-A only)	Aerobic
<b>EDUCATOR</b> Min. (125) for FI-A & CFI-A; Min. (250) for MCFI-A		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
<b>Sub-Totals</b>	_____	_____
	+	= _____

<b>CONTINUING EDUCATION</b> Min. (30) for MCFI-A		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
<b>Sub-Totals</b>	_____	_____
	+	= _____

<b>SERVICE</b> Min. (30) for MCFI-A		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
<b>Sub-Totals</b>	_____	_____
	+	= _____

<b>MEDIA</b> Min. (30) for MCFI-A		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
<b>Sub-Totals</b>	_____	_____
	+	= _____

<b>PARTICIPANT</b> Min. (30) for MCFI-A		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
<b>Sub-Totals</b>	_____	_____
	+	= _____

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<b>TOTALS</b> Min. (250) for FI-A & CFI-A; Min. (500) for MCFI-A	_____	+	_____	=	_____
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## **AFFIDAVIT**

I hereby attest that all information I am submitting in this application for the Master Instructors LLC Aerobic Instructor designation is true, correct, and complete. I understand that any misrepresentation of facts may result in denial or revocation of the Aerobic 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 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 aerobic in nature. Only MCFI-A applicants are permitted to submit non-aerobic activities for credit provided the minimum number of aerobic hours have been met in each category.

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

Check category:          Educator          Continuing Ed          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  
Grade report / test results  
Course syllabus / course outline  
Committee / board meeting minutes  
Chief CFI / manager signoff  
Verification letters / e-mails\*

Copy of student / instructor / DPE logbook entries  
Class roster, contract, pay stubs, etc.  
Copy of authored material  
FAA / industry forms (Form 8710, 8060-4/5, etc.)  
Receipts / invoices  
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: \_\_\_\_\_



## The Master Instructor Continuing Education Program™ Flight Instructor Certificate Renewal

Master Instructor applicants desiring to use the Master Instructors LLC MI Continuing Education Program for CFI certificate renewal must document through a mix of activities from their Portfolio of Professional Development how all 15 FAA FIRC (AC 61-83F) Core Subjects have been addressed. Many Core Subjects can be covered by the 30 hours of activities in the Continuing Education Category. Core subjects can also be evaluated for credit from activity in the other four categories. The activity must demonstrate with appropriate supporting documentation that the applicant has learned and is well versed in the core subject. Course work in Learner Center Grading, Scenario Based Instruction, creating Power Points, public speaking, and adult education is encouraged for the “Effective Teaching” core subject.

### EXAMPLE QUALIFYING ACTIVITIES FOR THE 15 CORE SUBJECTS

Below are examples of representative Master Instructor activities. The key to meeting the 15 core topic requirements is that the instructor has learned something new about each of the topics in some form or manner. These activities must have been completed within the preceding 24 calendar months and may include, **but are not limited to, the examples below.**

- \* Complete a Cirrus Standardized Instructor Program (CSIP)
- \* Complete Avidyne factory training
- \* Complete any “glass cockpit” manufacturer-sanctioned formal training
- \* Complete a Cessna FITS course
- \* Complete the Cessna Factory Authorized Instructor (CFAI) training
- \* Instruct in a flight school with a FITS approved TCO
- \* Attend AOPA or EAA Seminars
- \* Attend any consensus standard LSA manufacturer-provided or sponsored training
- \* Write a published article on a topic for *FAA Aviation News* or other aviation journal
- \* Share a personal encounter/violation experience at an aviation safety seminar
- \* Complete AOPA’s on line TSA training for CFIs
- \* Complete any navigation-grade TSO GPS manufacturer-sanctioned formal training
- \* Complete FAASTeam training on IACRA
- \* As a DPE who uses it all the time, present a formal seminar on IACRA
- \* Receive a check-out in a LSA
- \* Take a formal course or attend a seminar that covers a FIRC Core Subject from any professional source
- \* Read *Train Like You Fly: A Flight Instructor’s Guide to Scenario Based Training* by Arlynn McMahon
- \* Take a formal course or seminar on teaching skills or on personal presentation skills – does not need to be aviation based
- \* Attend FAAST/FSDO CFI/DPE special emphasis workshops
- \* Prepare accident analysis of the region for local FAASTeam program manager
- \* Complete an FAASafety.gov online course on a FIRC Core Subject
- \* Take one hour of takeoffs and landings with an instructor to include short and soft field procedures (simulated if soft field unavailable), and emergency procedures (simulated).
- \* Get a tail-wheel endorsement
- \* Complete an AOPA/ASF online course on a FIRC Core Subject
- \* Mentor / provide remedial training for a pilot who committed a runway incursion.
- \* Achieve a WINGS level
- \* Fly with local pilots for their WINGS credit
- \* Complete recurrent FAASTeam training at FSDO
- \* Serve as a FAASTeam representative



# Master Instructor Board of Review

1803 Signature Court, Longmont, Colorado 80501-2644

Phone: 303-485-8136 E-mail: [MasterInstrs@aol.com](mailto:MasterInstrs@aol.com)

## The Master Instructor Continuing Education Program™ Flight Instructor Certificate Renewal

### ACCOUNTING FOR FIR CORE TOPICS

NAME \_\_\_\_\_

#### CORE SUBJECTS

#### ACTIVITIES (from Portfolio Page)

1. Technically Advanced Aircraft (TAA) \_\_\_\_\_
2. FAA/Industry Training Standards (FITS) \_\_\_\_\_
3. Sport Pilot \_\_\_\_\_
4. Security-related Special Use Airspace \_\_\_\_\_
5. Transportation Security Administration (TSA) \_\_\_\_\_
6. GPS Navigation \_\_\_\_\_
7. Integrated Airman Certification &/or Rating Application (IACRA) \_\_\_\_\_
8. Aircraft Operational Limits \_\_\_\_\_
9. Effective Teaching \_\_\_\_\_
10. Safety Trends in GA \_\_\_\_\_
11. Risk Management/Risk Intervention Strategies \_\_\_\_\_
12. Takeoffs/Landings/Low Altitude Maneuvering \_\_\_\_\_
13. Runway Incursions \_\_\_\_\_
14. Pilot Proficiency WINGS Program \_\_\_\_\_
15. FAAS Team \_\_\_\_\_