CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

National Policy

8080.6G CHG 1

Effective Date:
3/31/15

SUBJ: Conduct of Airman Knowledge Tests

1. Purpose of This Order. This change transmits new and revised portions of the order.

2. Audience. The primary audience for this order is Flight Standards District Office (FSDO) aviation safety inspectors (ASI). The secondary audience includes Flight Standards branches and divisions in the regions and in headquarters.

3. Where You Can Find This Order. This change may be accessed by Flight Standards personnel through the Flight Standards Information Management System (FSIMS) at http://fsims.avs.faa.gov. Operators and the public can find this order at http://fsims.faa.gov.

4. Explanation of Policy Changes. This change corrects a statement regarding test requirements for ATP-Single Engine certification in Figure 5-6, Airline Transport Pilot-Added Rating Test and includes editorial corrections.

5. Disposition of Transmittal Paragraph. This change will remain in FSIMS until superseded by a revision to this order.

PAGE CHANGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
Pages iii thru v	10/24/13	Pages iii thru v	3/31/15
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ORIGINAL SIGNED by

/s/ John S. Duncan
Director, Flight Standards Service

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

ORDER 8080.6G

Effective Date:
10/24/13

SUBJ: Conduct of Airman Knowledge Tests

This order provides guidance for Federal Aviation Administration (FAA) personnel and personnel associated with organizations that are participating in, or seeking to participate in, the Airman Knowledge Testing (AKT) Program. This program encompasses airman knowledge tests as required by Title 14 of the Code of Federal Regulations (14 CFR) parts 61, 63, and 65. Refer to the current editions of FAA Order VS 1100.2, Managing AVS Delegation Programs; FAA Order 1600.75, Protecting Sensitive Unclassified Information (SUI); FAA Order 8100.15, Organization Designation Authorization Procedures; FAA Order 8900.1, Flight Standards Information Management System (FSIMS); and FAA Order 8900.2, General Aviation Airman Designee Handbook, for additional guidance applicable to the AKT Program.

Title 49 of the United States Code (49 U.S.C.), § 44702 empowers the FAA Administrator to delegate to private persons any function relating to the examination, inspection, and testing of airman applicants, subject to any regulation, supervision, and review that the Administrator may prescribe. Under § 44702 and FAA directives, the Administrator may rescind any such delegation at any time and for any reason deemed appropriate. The Administrator may determine that such a delegation should not be renewed for any reason deemed appropriate.

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Chapter 1. General

1. Purpose of This Order. This order contains guidance for the Airman Knowledge Testing (AKT) Program, including instructions and procedures for Federal Aviation Administration (FAA)-approved AKT Organization Designation Authorization (ODA) holders, administrators, and unit members; Joint Services Aviation Maintenance Technician Certification Council (JSAMTCC) test center personnel; and FAA entities concerned with this program.

2. Audience. All personnel involved in the AKT Program, including AKT ODA holders, administrators, and unit members; JSAMTCC testing center personnel; and FAA entities concerned with this program.

3. Where You Can Find This Order. You can find this order on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices. Inspectors can access this order through the Flight Standards Information Management System (FSIMS) at http://fsims.avs.faa.gov. Air carriers (operators) can find this order on the Federal Aviation Administration's (FAA) Web site at http://fsims.faa.gov. This order is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. What This Order Cancels. FAA Order 8080.6F, Conduct of Airman Knowledge Tests, dated October 2, 2012, is canceled.

5. Background.

a. Computer-Based Testing. In November 1989, the FAA introduced a computer-based AKT Program for the benefit of those airman applicants taking knowledge tests under Title 14 of the Code of Federal Regulations (14 CFR) parts 61, 63, and 65.

b. Expanded Testing. In February 1993, the Flight Standards Service (AFS) elected to expand computer-based knowledge testing with the publication and distribution of FAA Order 8080.6. In addition to public acceptance of this program, new and improved forms of test information security have been put into effect that significantly reduce test compromise.

c. Defense Activity for Non-Traditional Education Support (DANTES) Military Memorandum of Agreement (MOA). In May 2000, the DANTES organization entered into an MOA with the FAA to provide mechanic airman knowledge tests to active military and reservist personnel.

d. Sport Pilot. In December 2004, the FAA began administering sport pilot airman knowledge tests.

e. Additional Exams Offered through the DANTES MOA. In June 2006, the FAA expanded the existing DANTES MOA to include the provision of all airman knowledge tests at selected DANTES test centers.

f. Canadian Conversion Exams. In December 2006, the FAA began offering four Canadian Conversion (airplane only) exams: Private Pilot, Instrument Rating, Commercial Pilot, and Airline Transport Pilot.

g. Military Competence Instructor (MCI) Exam. In October 2009, the FAA began offering the MCI exam.

h. Additional Groups Included Under the DANTES MOA. In May 2010, the DANTES MOA was amended to include the availability of FAA knowledge testing to retirees, military dependents, and Department of Defense (DOD) civilians.

i. Computer Testing Designee (CTD) Transition to ODA Methodology. In October 2010, the CTDs transitioned to the ODA methodology in accordance with 14 CFR part 183.

j. JSAMTCC MOA. In November 2011, the JSAMTCC entered into an MOA with the FAA to provide the full array of airman knowledge tests to select groups of individuals associated with the five branches of the U.S. Military, the DOD, and the Department of Homeland Security (DHS).

Note: The JSAMTCC MOA canceled the DANTES MOA.

k. Airline Transport Pilot Airplane Multiengine Class (ATM) and Airline Transport Pilot Airplane Single Engine Class (ATS) Exams. In August 2014, the FAA will begin offering the ATM and ATS exams.

6. Explanation of Changes. This revision incorporates updated information, procedural and policy changes, and new guidance, including:

- Chapters 1, 3, and 5: removal of all language addressing the affiliation between testing centers and Aviation Maintenance Technician Schools (AMTS).
- Chapters 1 and 5: addition of verbiage and changes to figures addressing the Pilot Certification and Qualification Requirements for Air Carrier Operations Final Rule.
- Chapter 4: minor changes to the general test procedures for acceptable forms of airman applicant identification.
- Chapter 4: addition of electronic capture and retention of daily log requirements.
- Chapter 4: change to the correction procedure for erroneous Airman Knowledge Test Reports (AKTR).
- Chapter 5: change to authorized instructor endorsement requirements for retesting after failure.
- Appendix A: reordering of figures, and updates or changes to the following figures: Test Codes, Sample Airman Knowledge Test Report, FAA Form 8610-2, Sample Endorsement, and FAA Form 8610-1. Deletion of the Certificate of Designation.
- Updated Web site links throughout the order.

7. General Definitions.

a. Airman Knowledge Testing (AKT) Organization Designation Authorization (ODA) Holder. An organization that has obtained authorization from the FAA Administrator, as identified in a Letter of Designation, to administer airman knowledge tests. (Formerly known as a CTD.)

b. Aviation Safety Inspector (ASI). An FAA employee primarily involved in developing, administering, or enforcing regulations and standards concerning civil aviation safety, including the airworthiness of aircraft and aircraft systems; the competence of pilots, mechanics, and other airmen; and safety aspects of aviation facilities, equipment, and procedures.

c. Defense Activity for Non-Traditional Education Support (DANTES). A DOD organization that supports off-duty, voluntary education programs, and conducts special projects and development activities in support of education-related functions of the DOD.

d. Flight Standards District Office (FSDO). As used in this order, the FSDO that has jurisdiction over the geographic area in which a specific testing center(s) is located.

e. International Field Office (IFO). As used in this order, the IFO that has jurisdiction over the geographic area in which a specific testing center(s) is located.

f. Joint Services Aviation Maintenance Technician Certification Council (JSAMTCC). A council established by the Community College of the Air Force to serve as a liaison between and an advisory board to the Aviation Maintenance Divisions of the U.S. Military and the FAA. (See Chapter 7 for JSAMTCC information.)

g. Organization Designation Authorization (ODA). The authorization to perform approved functions on behalf of the FAA Administrator.

h. Organization Designation Authorization (ODA) Administrator. The focal point(s) for the AKT ODA holder responsible for managing the ODA units' activities and communicating with the Organization Management Team (OMT) Lead. (Formerly known as the Computer Testing Manager (CTM).)

i. Organization Management Team (OMT). A team consisting of representatives from the FAA's Airman Testing Standards Branch (AFS-630) that has oversight of AKT ODA holders.

j. Organization Management Team (OMT) Lead. The AFS-630 representative who coordinates the OMT's activities and serves as the focal point for communication with the AKT ODA holders.

k. Program Analyst. An FAA employee who serves as an advisor to management regarding the evaluation of the effectiveness, productivity, and efficiency of government programs and operations.

l. Servicing Security Element (SSE). The organizational element that manages and oversees the FAA security program in headquarters (HQ), the regions, the William J. Hughes Technical Center (WJHTC), and the Mike Monroney Aeronautical Center (MMAC).

m. Special Test Administrator (STA). Person(s) approved by the OMT to administer airman knowledge tests.

n. Testing Center. A facility that provides applicants an FAA-approved computer-based testing environment for the administration of airman knowledge tests.

o. Unit Member. An individual who performs a delegated function for an AKT ODA holder on behalf of the FAA (e.g., the supervisor of the testing center or his or her alternate, proctor, etc.). Formerly known as the Testing Center Supervisor (TCS), Alternate Testing Center Supervisor (ATCS), or proctor.

Chapter 2. Qualifications and Training of Federal Aviation Administration (FAA) Personnel

1. Qualifications of the Program Analyst.

a. Personal Traits. The program analyst must have a reputation of professionalism, cooperation, integrity, dependability, sound judgment, and a willingness to provide excellent customer service to all internal and external stakeholders within the aviation community.

b. Technical Skills. The program analyst must possess:

(1) A bachelor's degree in an aviation or business-related field or a minimum of 5 years equivalent experience working with or for the FAA.

(2) Knowledge of and ability to apply FAA directives, orders, policies, advisory circulars (AC), and 14 CFRs as they relate to the Airman Knowledge Testing (AKT) Program.

(3) The ability to clearly present complex technical and policy data in written or verbal format, and the ability to provide informative, meaningful, and concise documents and reports.

2. Training Areas. The Airman Testing Standards Branch (AFS-630) manager and the program analyst(s) must complete course FAA21400001, AFS Designee Management for Personnel Certification, and must receive additional training in the following areas:

a. Area One. AKT Program policies and procedures, including the FAA's designation philosophy.

b. Area Two. Services the program analyst(s) is expected to provide to internal and external stakeholders.

3. Recurrent Training of the Program Analyst.

a. Frequency. The program analyst(s) must receive recurrent technical and procedural training at least once every 48 months.

b. Proof of Training. The AFS-630 manager must retain proof of the program analyst's initial and recurrent training.

4. Program Evaluation.

a. Selection of Program Analysts. The AFS-630 manger will assure that qualified specialists are selected and assigned.

b. Evaluation of Manager and Program Analysts. The Regulatory Support Division (AFS-600) will evaluate the AFS-630 manager, and the branch manager will evaluate the program analyst(s) at least once every 24 months to ensure adequate performance and adherence to the guidelines set forth in this order.

Chapter 3. Airman Knowledge Testing (AKT) Centers

1. Testing Center Facility Requirements.

a. Location. Testing centers must not be located in a private residence or in any type of transportable trailer or recreational vehicle.

b. Entrance to Site. Sites that are collocated with other businesses or other types of business activity, or that include complex physical layouts, must include a separate entrance to the testing area.

c. Testing Center Environment. Testing centers must provide and maintain, on a continuous basis, all elements listed below to preserve a professional testing atmosphere. Testing stations must be free of clutter and the testing area must be maintained in a neat and orderly manner.

(1) Code Conformance. Conformance with local building, sanitation, and health codes.

(2) Restroom. Restroom facilities located in the same building where the knowledge testing is conducted.

(3) Atmosphere. Proper control of temperature and ventilation.

(4) Freedom from Noise, Visual Aids, and Other Distractions. Noise in or around the testing area should be avoided. Testing rooms must be free of any aviation-related posters or other media that may assist an applicant in answering test questions. Testing rooms must be free from any activity other than test administration during Federal Aviation Administration (FAA) testing sessions. Unit members should avoid registering applicants using a testing room computer if another knowledge test(s) is already in progress.

(5) Adequate Lighting. Avoid glare on computer monitor screens.

(6) Adequate Physical Spacing and Table Workspace. Separate cubicles with suitable partitions between test terminals are recommended. In absence of partitions, 5-foot spacing is required between testing stations. All testing station workspaces must be at least 3 feet wide, and the monitor and keyboard offset to allow adequate room to use test materials.

Note: The testing room must be arranged so that applicants are not able to view monitors at other testing stations.

(7) Knowledge Test Administration. At least three operational computer terminals available for knowledge test administration during testing center business hours.

(8) Surveillance. Applicant surveillance during testing sessions. (See Chapter 4, paragraph 7.)

(9) Security. A secured area for storing computer hardware used for airman knowledge test registration and administration.

(10) Filing System. A reference materials filing system to include AKT Organization Designation Authorization (ODA) holder procedure manual and training materials, a current copy of this order, and a copy of the FAA AKT Applicant Identification, Information Verification, and Authorization Requirements Matrix. (See Chapter 4, paragraph 1, for additional information on the matrix.)

(11) Secure Storage. A lockable file cabinet or desk drawer for securely storing:

(a) Daily logs.

(b) Copies of applicant identification media and test authorizations.

(c) Supplementary materials.

(d) Scratch paper.

(e) An embosser.

Note: The lockable storage area must remain secured at all times when not in use by testing center personnel.

(12) Emergency Plans. Adequate arrangements for safety and emergencies (e.g., exit signs and posted evacuation routes in case of fire or severe weather).

2. Testing Center Facility Files. The AKT ODA holder must maintain a facility file for each testing center. A copy of the most current floor plan and physical layout must be maintained at the testing center. The following information must be retained as a part of each facility file:

a. Name. Testing center name, including any company or “doing business as” (DBA) name(s).

b. Facility Address. Street address, city, state, and postal code, along with any other information that identifies the physical location of the testing center (e.g., airport name, building name and/or room number, and suite or unit number).

c. Floor Plan and Physical Layout. Applicable scales and measurements used to prepare facility drawings must be visibly noted. Any sketches and associated labeling must be neatly and legibly prepared. Unit member workstations, testing stations, partitions (if applicable), location of lockable file cabinet, camera(s) and monitor(s) (if applicable), restroom facilities, and any other physical elements of the testing area must be clearly noted.

d. Method of Surveillance. Method of applicant surveillance, including documentation of viewing window(s), video camera(s), and/or viewing monitor(s) locations.

e. Images and Photographs. Digital images or photographs may accompany the facility information as a means of additional clarification of the floor plan and/or layout.

Note: If a testing center relocates or makes any changes to its floor plan, physical layout, or surveillance method, both the previous and new information must be retained in the AKT ODA holder's facility file for that testing center.

3. Testing Center Identification Code.

a. Assigning an Identification Code. The AKT ODA holder must assign each testing center an identification code. The code must contain eight character positions. The first three alpha character positions must reflect the AKT ODA holder's designation code. The fourth, fifth, and sixth numeric character positions must be the testing center's first three ZIP code numbers, and the seventh and eighth numeric character positions complete the testing center's identification code. For example, the first testing center established by Government Testing Service in Oklahoma City might be assigned the code GTS73101.

b. Identification Code Retirement. If a testing center relocates, changes ownership, or is deactivated, the identification code assigned to that center must be retired permanently.

4. Testing Center Status.

a. Transfer of Records. Upon closure of a testing center, all electronic records must be transmitted to the AKT ODA holder home office before computer hardware is removed from the facility. Other items to be transmitted to the AKT ODA holder home office via certified mail include, but are not limited to, software, manuals, embosser, and paper copies of applicant records (e.g., logbooks, authorizations, and photocopied identification).

Note: Applicant records, including copies of identification and authorization information and daily logs, both paper and electronic, must be maintained at the AKT ODA holder home office for at least 5 years from the date of closure of the testing center.

b. AKT ODA Holder Testing Center List. A list of AKT ODA holder testing centers may be viewed or downloaded from http://www.faa.gov/training_testing/testing/media/test_centers.pdf.

5. Sponsorship. Testing centers shall be sponsored by only one AKT ODA holder.

6. Special Test Administrator (STA) Approval. A request for approval of an STA must be made in writing to the Organization Management Team (OMT) Lead at least 14 calendar-days in advance of the proposed STA arrangement. The request shall include:

- The name of the person conducting the STA process;
- The location of where the STA process is to be carried out;
- The proposed date(s) of test administration; and
- The type and number of tests to be administered.

Note: STAs must be representatives of only one AKT ODA holder.

Chapter 4. Test Procedures—General

1. Verification of Applicant Identity and Information. The Federal Aviation Administration (FAA) Airman Knowledge Testing (AKT) Applicant Identification, Information Verification, and Authorization Requirements Matrix may be viewed at or downloaded from http://www.faa.gov/training_testing/testing/media/testing_matrix.pdf. The matrix is intended as a reference tool only. For additional information on applicant identification and information verification requirements, see the appropriate portions of 14 CFR part 61.

a. Applicant Identity Verification. Prior to knowledge test administration, the unit member must ensure that each applicant provides valid and current proof of identification that includes:

- An official photograph of the applicant,
- The applicant's date of birth,
- The applicant's signature, and
- The applicant's physical residential address.

b. Acceptable Forms of Identification. The proof of applicant identification may be presented in more than one form.

(1) Acceptable forms of photo identification for U.S. citizens and resident aliens include:

- Driver's license issued by a U.S. state or territory,
- U.S. Government identification card,
- U.S. Military identification card, or
- Passport or alien residency card.

(2) Acceptable forms of photo identification for non-U.S. citizens must include a passport *and* one or more of the following:

- Driver's license issued by a U.S. state or territory, and/or
- Identification card issued by any government entity.

2. Underage Applicant. For an applicant under the age of 18, a parent or legal guardian may have to accompany the applicant and, after identifying themselves as described above, may attest to the applicant's identity. (Refer to FAA Order 8900.1, Volume 5, Chapter 1, Section 3.) The parent or legal guardian must present a valid and current form of identification as described in subparagraph 1b.

3. Processing of Applicants. Prior to knowledge test administration, the unit member must ensure proper test authorization is presented (if applicable), and ensure proper completion of the testing center daily log.

a. Applicant Eligibility. The unit member must not administer a test to an applicant who does not present proper test authorization. The applicant must comply with eligibility requirements. By signing the testing center daily log, applicants are certifying that they meet the

applicable eligibility requirements contained in Chapter 5 and the appropriate 14 CFR part. If applicant eligibility is in doubt, the unit member should confer with the Organization Designation Authorization (ODA) administrator. The ODA administrator may find it necessary to contact the Airman Testing Standards Branch (AFS-630) for further guidance. (See Chapter 5, paragraph 1, for information on authorization requirements.)

b. Document Retention. The unit member must make a legible photocopy of any identification and authorization documents presented at the time of applicant processing, including any copies of parent or legal guardian identification, as described in paragraph 2. These copies must be attached to and filed with the applicable daily log.

c. Daily Log Information. The testing center must provide a daily log for applicant sign-in and sign-out. The sign-in/out logs must be maintained in an accurate and complete manner, including posting of the Important Notice for Airman Applicants (Figure 4-1), at the top of each logsheet. All applicants must be advised to read this notice before signing the log. The logsheet must be formatted to collect the following:

(1) Applicant's *printed* name (in English), including name suffix (if applicable), as shown on the identification presented to the unit member prior to test administration.

Note: The applicant name shown on the presented identification, printed on the daily log, and displayed on the resulting Airman Knowledge Test Report (AKTR) must be identical information.

(2) Applicant's signature, as shown on the identification presented to the unit member prior to test administration.

(3) Applicant's Social Security Number (SSN) or date of birth.

(4) Type of test.

(5) Date of test.

(6) Time in for each test.

(7) Time out for each test.

(8) Initials of the unit member for each test administered, for both the time in and time out.

d. Daily Log Retention. Testing center daily logs must be retained for a period of 5 years from the date of the knowledge test(s) listed on the log. Records for FAA airman knowledge tests shall be retained separately from records for other types of tests that may be administered by the testing center. The daily logs and associated identification, eligibility, and authorization information must be shredded upon expiration of the 5-year retention period.

Note: Testing centers may capture and retain daily log requirements electronically in accordance with their approved AKT ODA holder procedures

manual. If daily log information is captured electronically, it must be retained at the AKT ODA holder home office within their established and approved secure data storage and retrieval network. Testing centers must have the capability to print electronically-captured daily log records for audit and inspection purposes. Historical and hard copy files and records not captured electronically must be securely stored at the testing center in a lockable file cabinet or desk drawer as specified in Chapter 3 of this Order.

Figure 4-1. Important Notice for Airman Applicants

IMPORTANT NOTICE FOR AIRMAN APPLICANTS

By signing below, you are certifying that you are the individual depicted on the identification presented to the unit member at the time of the airman knowledge test. You are also certifying that you do not already hold a valid, current certificate or rating in the area in which you are testing. Furthermore, you are certifying that you are in compliance with the appropriate FAA eligibility requirements and, if this is a retest, you are also in compliance with the retesting requirements. Failure to meet these requirements may be grounds for enforcement action, which could result in suspension or revocation of any airman certificate or rating.

Note: This is the notice to be placed at the top of each sheet of the testing center's daily log.

4. Unit Member Test Administration Responsibilities.

a. Before the Test.

(1) Instruct the applicant that he or she may not enter the testing area with personal possessions, including any type of writing instrument, portable phone, electronic planner, or any type of device with text or video recording capabilities. Applicants must secure their own personal possessions before entering the testing area (e.g., lock personal items in vehicle).

(2) Instruct the applicant that he or she may not communicate with any other student or test applicant once test administration has commenced.

(3) Instruct the applicant that he or she may not leave the testing area without unit member supervision or the test will be terminated.

(4) Ensure that the proper test is available.

(5) Furnish each applicant with:

(a) An explanation of and opportunity to utilize the online tutorial, which explains the method for navigating within the testing system.

(b) The required supplement book.

(c) An accountable number of blank sheets of scratch paper.

(d) A writing instrument (if requested by the applicant).

(6) Inspect the aid(s) the applicant plans to use during the test to ensure that they meet the guidelines stated in paragraph 6.

(7) Answer applicant questions regarding the proper use of equipment.

b. During the Test.

(1) Provide surveillance of applicants at all times during test administration, including accompanying an applicant during any break (see paragraph 7).

(2) Monitor applicants' whereabouts and activities during any computer crash or system downtime.

Note: Once the applicant leaves the testing center, or if a test cannot be resumed until the following day, a new test must be administered.

c. After the Test.

(1) Collect the writing instrument (if one was issued to the applicant prior to test).

(2) Collect the same number of sheets of scratch paper as was distributed before the test.

(3) Provide the applicant an opportunity to review any missed questions, if requested by the applicant.

(a) The unit member prompts the missed question viewing capability by entering his or her password into the test delivery system.

(b) The unit member must remain in the testing room while the applicant is viewing the missed questions.

(4) Collect the supplement book and inspect the book to ensure no extraneous marks exist.

(5) Issue the applicant an AKTR, ensuring that an embossed seal has been applied. (See Appendix A, Figure A-1, Sample Airman Knowledge Test Report.)

Note: The testing center must print only one copy of the AKTR for the applicant. Additional prints or photocopies of the test report are not to be kept on file at the testing center.

5. Time Allowed for Tests. The time allowed for the completion of a test must be explained to the applicant during initial registration. This time is based on previous experience and educational statistics, and is considered more than adequate for applicants with proper preparation and instruction. A test should not be started so near to the testing center closing hour that the applicant is denied the full allotted time.

a. Waiving Right to Full Allotted Time. A test may be administered when less than the allotted time is available if the applicant signs an agreement statement waiving the right to the full allotted time. The test must be terminated at the time agreed upon by the applicant and the unit member. (See Appendix A, Figure A-2, Example of a Statement Waiving Right to Full Allotted Test Time.)

b. Breaks. The unit member should advise the applicant before the beginning of the test that when a break is necessary, test time continues uninterrupted. The applicant's whereabouts during this break must be monitored by the unit member.

6. Use of Aids, Reference Materials, and Test Materials. The applicant may use aids, reference materials, and test materials within the guidelines listed below, as long as actual test questions or answers are not revealed. All models of aviation-oriented calculators may be used, including small electronic calculators that perform only arithmetic functions (add, subtract, multiply, and divide). Simple programmable memories (which allow addition to, subtraction from, or retrieval of one number from the memory) are permissible. Also, simple functions, such as square root and percent keys, are permissible. The following guidelines apply:

a. Written Materials. Applicants for airman knowledge tests may not take any written materials (either handwritten, printed, or electronic) other than the supplement book provided by the unit member into the testing area.

> **Note:** The unit member is responsible for ensuring, when applicable, that the applicant receives the correct supplement book to be used during the knowledge test. The unit member must discard outdated, incomplete, or damaged supplement books, and must obtain replacement supplement books as necessary.

b. Test Materials. Applicants may use scales, straightedges, protractors, plotters, navigation computers, blank logsheets, holding pattern entry aids, and electronic or mechanical calculators that are directly related to the test.

c. Manufacturers' Aids. Manufacturers' permanently inscribed instructions on the front and back of such aids (e.g., formulas, conversions, regulations, signals, weather data, holding pattern diagrams, frequencies, Weight and Balance (W&B) formulas, and air traffic control (ATC) procedures) are permissible.

d. Calculators. Testing centers may provide calculators to applicants and/or deny applicants use of their personal calculators based on the following limitations:

(1) Before and upon completion of the test, while in the presence of the unit member, the applicant must actuate the "ON/OFF" switch or "RESET" button and perform any other function that ensures the erasure of any data stored in memory circuits.

(2) The use of electronic calculators incorporating permanent or continuous type memory circuits without erasure capability is prohibited. The unit member may refuse the use of the applicant's calculator when unable to determine the calculator's erasure capability.

(3) Printouts of data must be surrendered at the completion of the test if the calculator incorporates this design feature.

(4) The use of magnetic cards, magnetic tapes, modules, computer chips, or any other device upon which prewritten programs or information related to the test can be stored and retrieved is prohibited.

(5) The applicant is not permitted to use any booklet or manual containing instructions related to the use of test aids.

e. Dictionaries. Dictionaries are not allowed in the testing area.

f. Final Decision. The unit member makes the final determination regarding aids, reference materials, and test materials an applicant may take into the testing area.

7. Visual or Video Surveillance of Applicants During Tests. The unit member must be able to clearly and fully view all applicants at all times, be aware of all activities in the testing room, and be alert for any misconduct.

a. Acceptable Forms of Surveillance.

(1) Video surveillance;

(a) A video surveillance system is acceptable as a means of monitoring airman applicants during testing, provided that the system covers the entire testing area and permits the unit member to have a clear and full view of each applicant and testing station on a video monitor.

(b) If video monitoring is used, a sign must be visible to the applicants advising that the testing area is being video monitored.

(c) Video surveillance of applicants does not preclude the performance of other tasks by the unit member; however, additional duties must not interfere with applicant surveillance.

(2) Viewing window; and/or

(3) Proctor stationed in testing room.

b. Unacceptable Methods of Surveillance.

(1) Any of the above forms of surveillance if they do not allow the unit member to clearly and fully view all airman knowledge test applicants at all times.

(2) Convex mirrors, which are not to be considered a replacement for any of the above surveillance methods.

c. Monitored Break Periods. When an applicant break is necessary, the applicant must be accompanied by a unit member (e.g., to the water fountain or to the outer door of the restroom).

(1) The unit member must advise the applicant that leaving the testing area without supervision will result in termination of the applicant's exam.

(2) Visual surveillance of applicants does not preclude the performance of other tasks by the unit member; however, additional duties must not interfere with applicant surveillance. If additional duties require the unit member to be out of the visual or video surveillance range, he or she must arrange for another unit member to perform surveillance before leaving the area.

8. Applicant Misconduct During Testing.

a. Reporting to the ODA Administrator. Testing center personnel must report all violent, disruptive, or abusive acts, including incidents or allegations of cheating, to their ODA administrator. The ODA administrator must immediately contact AFS-630. AFS-630 will immediately notify the jurisdictional Flight Standards District Office (FSDO) or International Field Office (IFO). (Refer to 14 CFR part 65, § 65.18.)

> **Note:** Reports of cheating involving testing center personnel may result in the immediate suspension of all testing privileges in accordance with the current edition of FAA Order 8100.15, Organization Designation Authorization Procedures. Confirmed cases may result in the permanent shutdown of that testing center. In addition, appropriate enforcement action may be taken against testing center personnel or any applicant that might be involved.

b. Cheating. If an applicant appears to be cheating, the unit member must immediately discontinue the test and escort the applicant from the area to avoid disturbing others who may be taking tests. The unit member must collect the applicant's authorization, all test materials, including supplement book(s), and advise the applicant that further testing may continue only after the FAA completes an investigation.

(1) The unit member must immediately notify the ODA administrator and the jurisdictional FSDO of the alleged cheating incident. The unit member must retain any evidence related to the cheating incident in a secured area until receipt of further instructions.

(2) The ODA administrator must immediately notify AFS-630.

(3) AFS-630 must notify the jurisdictional FSDO or IFO of the known facts relating to the incident.

(4) The FSDO or IFO must contact the jurisdictional FAA Servicing Security Element (SSE) to coordinate an investigation to be conducted in accordance with the current edition of FAA Order 2150.3, FAA Compliance and Enforcement Program.

(5) AFS-630, the FSDO, or the IFO may recommend the applicant be placed on test registration hold until such time that the investigation is concluded. The registration hold will be coordinated by or through AFS-630.

(6) Upon completion of the FSDO or IFO and SSE investigation, the FSDO or IFO must provide written notification of the results to AFS-630, including any recommendation to put the applicant on extended test registration hold.

(7) If the charge of cheating is judged in favor of the applicant, AFS-630 will make arrangements to administer a new test.

9. Handling Applicant Comments on Tests. The AKT ODA holder must provide an opportunity for applicants to enter comments into the computer regarding their testing experience and environment, and comments on FAA test questions.

a. Unit Member Bias. The unit member must not express opinions regarding test questions or answers before, during, or after a test session.

b. Hand-Scored Tests. If an applicant wishes to have a test hand-scored, he or she must submit a request, in the form of a signed letter, to AFS-630. The request must be accompanied by a legible photocopy of proof of identification, including an official photograph of the applicant and his or her signature.

10. Duplicate AKTRs. A testing center must provide an applicant only one AKTR.

a. Printing. If an AKTR cannot be printed at the testing center at the time of completion of an applicant's test, the testing center must contact the AKT ODA holder home office. Within 48 hours, the home office must print the test report, seal it with the home office's official raised seal, and mail the report to the applicant.

b. Duplicate Copies. Once an applicant leaves the testing center upon completion of an airman knowledge test, a duplicate test report must not be furnished by the testing center for any reason.

c. Unauthorized Copying. Unauthorized production of duplicate test reports is cause for permanent closure of a testing center.

d. Applicant Request for Duplicate. An applicant who requires a duplicate test report due to loss, theft, or destruction of the original must send a signed request, including a check or money order for $12, to: Federal Aviation Administration, Airmen Certification Branch, AFS-760, Written Test Section, P.O. Box 25082, Oklahoma City, OK 73125-0082.

e. Faxed Results. The Airmen Certification Branch (AFS-760) may issue a fax to inform applicants of test results only in certain cases, such as applicants whose requests are job-related. However, an applicant may not use a fax in lieu of an official AKTR to take a practical test for an FAA airman certificate or rating.

11. Erroneous AKTRs. If an error is detected on an AKTR, the applicant must present proof of correct information at the time of the practical test or at the time of certificate application. If proof is presented at the time of the practical test, the practical test examiner must provide a certifying statement that the correct information was presented. This statement, along with a

photocopy of the applicant's identification, must accompany the airman's certification file that is forwarded to AFS-760.

12. Test Administration for Unit Members. Unit members who wish to take an airman knowledge test must take the exam at a location other than the testing center at which he or she is employed. Unit members shall not administer a test to an immediate family member.

13. Testing Procedures for Applicants with Learning or Reading Disabilities. An applicant with a learning or reading disability may request approval from AFS-630 through the local FSDO or IFO to take an airman knowledge test with special accommodations. These requests will be considered on a case-by-case basis, including consideration for allowing the applicant up to one and one-half times the standard time allotted to complete the airman knowledge test.

a. Testing Options. The applicant must contact his or her local FSDO or IFO to request approval to take an airman knowledge test using one of the three options listed below, in preferential order:

(1) Option One. Use current testing facilities and procedures whenever possible.

(2) Option Two. The applicant may use a self-contained electronic device which pronounces and displays typed-in words (e.g., the Franklin Speaking Wordmaster®) to facilitate the testing process.

Note: The device should consist of an electronic thesaurus that audibly pronounces typed-in words and presents them on a display screen. The device should also have a built-in headphone jack for private listening in order to avoid disturbing others during testing.

(3) Option Three. An applicant who chooses not to use the first or second option may request that a unit member assist in reading specific words or terms from the test questions and/or supplement book. In the interest of preventing compromise of the testing process, the unit member must be an individual with no aviation background or expertise. The unit member must provide reading assistance only, with no explanation of words or terms. When this option is requested, the FSDO or IFO representative must contact AFS-630 for assistance in selecting the test site and assisting unit member.

Note: Applicants desiring to test using procedures other than those described in the preceding options must first seek permission from AFS-630.

b. Required Items. The applicant's request through the FSDO or IFO must include:

(1) A copy of medical documentation, including the diagnosing physician's name and contact information, verifying that the applicant has a learning or reading disability.

(2) Requested method of test administration.

c. Receipt of Applicant Request. AFS-630 will confirm receipt of the applicant's request, including applicable documentation and a statement confirming that the applicant has been

advised of the regulatory certification requirement of being able to read, write, speak, and understand the English language.

d. Approval or Disapproval. AFS-630 will respond to the applicant, through the field office, regarding approval or disapproval of the request. Approved requests will include the designated testing center location, unit member name, test administration method, and appointment time.

> **Note:** The applicant must have met the airman eligibility requirements of 14 CFR, or the applicant may request an exemption through the Office of Rulemaking, Aircraft and Airport Rules Division (ARM-200). The field office may not authorize exemption, in accordance with 14 CFR part 11, from the specific requirements stated in the applicable rule.

14. Test Preparation Courses. Knowledge test item banks must be retained within a secure test maintenance and delivery application/network, completely separate from any test preparation programs managed or participated in by the AKT ODA holder or its testing centers.

Chapter 5. Knowledge Test Eligibility Requirements

1. Matrix. The Federal Aviation Administration (FAA) Airman Knowledge Testing (AKT) Applicant Identification, Information Verification, and Authorization Requirements Matrix may be viewed at or downloaded from http://www.faa.gov/training_testing/testing/media/testing_matrix.pdf. The matrix contains the following knowledge test authorization information:

- Test codes,
- Test names,
- Number of questions on each test,
- Minimum knowledge test eligibility age,
- Time allotted for each test,
- Minimum passing score for each test,
- Acceptable forms of authorization, and
- Retesting policies.

Note: The matrix is intended as a reference tool only. For additional information on eligibility requirements, authorization requirements, and test selection, refer to the remainder of this chapter or the appropriate sections of 14 CFR parts 61, 63, and 65.

2. Faxed Authorizations. A testing center may accept a faxed authorization for an applicant to take an airman knowledge test if the following criteria are met. (This faxed authorization policy applies only to initial test takes and does *not* apply to retests after failure or retests for a higher score.)

a. Receiving Location. The authorization must be faxed directly to the testing center.

b. Fax Information. The source of the fax must be identifiable, including the name of the company sending the fax, the sending company's fax and telephone number, and the date and time of the fax transaction. (This information must be programmed into the sender's fax machine so that it automatically prints in the top and/or bottom margin(s) of the page as it is received through the receiving testing center's fax machine.)

c. Certificate of Completion. Certificate of completion faxes may include an electronic signature initiated by approved organizations.

d. Determining Authorization Validity. Each unit member should use his or her best judgment in determining whether or not an authorization appears to be valid. If there is any doubt as to the validity of the authorization, the unit member must contact the issuer at the phone number listed in the margin of the fax to verify that the document is legitimate.

3. Selection of Test. The appropriate test for the specific certificate or rating must be administered before an applicant's file may be processed by the Airmen Certification Branch (AFS-760). The administration of an inappropriate test does not constitute a valid evaluation of the applicant's aeronautical knowledge and will not be accepted. (For a complete

listing of available knowledge tests, refer to Appendix A, Figure A-3, Test Codes.) The following examples should be noted:

- An airline transport pilot (ATP) test may not be substituted for an instrument rating test or other pilot certificate test.
- The commercial pilot test may not be substituted for the military competence test.
- The commercial pilot test may not be substituted for the recreational or private pilot test.
- A flight instructor test may not be substituted for the Military Competence Instructor (MCI) test.
- The instrument rating test may not be substituted for the Instrument Rating-Foreign Pilot (IFP) test.
- A private pilot test may not be substituted for a recreational pilot test.
- An airman knowledge test for a specific certificate or rating must not be administered to an applicant who already holds a valid certificate or rating in that area.

4. Applicant Age Requirements. Age requirements for applicants to take airman knowledge tests are given in Figure 5-1, Airman Knowledge Test Minimum Age Requirements.

Figure 5-1. Airman Knowledge Test Minimum Age Requirements

In order to be eligible to take an airman knowledge test, an applicant must meet the age requirement for the certificate sought before the expiration date of the Airman Knowledge Test Report (AKTR).

Airman Knowledge Testing Area	Minimum Age to Take Knowledge Test[1]
Aircraft Dispatcher	21
Airline Transport Pilot (ATP)	21
Airline Transport Pilot Airplane Multiengine Class (ATM)	18
Airline Transport Pilot Airplane Single Engine Class (ATS)	21
Aviation Maintenance Technician (AMT)	NA[2]
Commercial Pilot	16
Flight Engineer (FE)[3]	19
Flight Instructor	16
Flight Navigator	19
Fundamentals of Instructing (FOI)	16
Ground Instructor (Basic, Advanced, Instrument)	16
Inspection Authorization (IA)[4]	21
Instrument Rating (Airplane or Helicopter)	15
Military Competence (Commercial)	16
Military Competence (Parachute Rigger)	16
Parachute Rigger	16
Private Pilot (Balloon and Glider)	14
Private Pilot (EXCEPT Balloon and Glider)	15
Recreational Pilot	15
Sport Pilot (Balloon and Glider)	14
Sport Pilot (EXCEPT Balloon and Glider)	15

(1) For pilot, flight instructor, and ground instructor applicants, refer to Title 14 of the Code of Federal Regulations (14 CFR) part 61, § 61.35(a)(3)(iii).

(2) Title 14 CFR part 65, § 65.71 does not specifically address minimum age requirements for AMT testing or certification.

(3) Applicant must present Federal Aviation Administration (FAA) Form 8060-7, Airman's Authorization for Written Test or a memorandum signed by an FAA representative.

(4) Refer to § 65.91(c).

5. Test Credit for a Flight Instructor Applicant. An applicant for a flight instructor certificate or ground instructor certificate, other than an applicant applying as a Military Competence Instructor (MCI) under § 61.73(g), must take the FOI test unless the applicant:

- Holds a flight instructor or ground instructor certificate issued under part 61;
- Has received a passing grade on the FOI test;

- Holds a current teacher's certificate issued by a municipality, city, county, or state that authorizes the applicant to teach at an educational level of seventh grade or higher; or
- Is employed as a teacher at an accredited college or university.

6. Requirements for Pilot and Instructor Applicants. Satisfactory completion of ground instruction or a home study course appropriate to the certificate or rating sought is required of an applicant for a pilot or instructor knowledge test. Any one of the following options may be presented as evidence of meeting this requirement.

a. Pilot Training Course Certificate of Graduation. A certificate of graduation from a pilot training course conducted by an FAA-certificated pilot school or a statement of accomplishment from the school certifying satisfactory completion of the ground school portion of the course.

b. Ground School Course Certificate of Graduation. A certificate of graduation or statement of accomplishment from a ground school course conducted by an agency, such as a high school, college, adult education program, U.S. Armed Forces, Civil Air Patrol (CAP), or Reserve Officers' Training Corps (ROTC) flight training program.

c. Aviation Correspondence Course Certificate of Graduation. A certificate of graduation from an aviation correspondence course, with an authorized FAA instructor's endorsement, certifying that the applicant possesses the required knowledge for that specific certificate or rating.

d. Written Statement or Logbook Entry. A written statement or logbook entry made by an authorized FAA flight or ground instructor certifying that the applicant has satisfactorily completed the ground instruction required for the certificate or rating sought.

e. Endorsement From an Authorized Instructor. An endorsement from an authorized instructor certifying that the applicant accomplished ground training or home study course required by part 61 for the certificate or rating sought and is prepared for the knowledge test.

f. Graduation Certificate for the Airline Transport Pilot Airplane Multiengine Class (ATM) Rating Applicants. An applicant taking the ATM test (after July 31, 2014) must present a graduation certificate that shows completion of an ATP Certification Training Program (CTP) described in § 61.156. A graduation certificate must contain the following information in order to be considered valid:

(1) The full name, address, and FAA certificate number of the training provider authorized to conduct the course.

(2) The full name, FAA pilot certificate number, and address of the graduate.

(3) The following statement: "The applicant named above has successfully completed the airline transport pilot Certification Training Program as required by § 61.156, and therefore has met the prerequisite required by § 61.35(a)(2) for the airline transport pilot airplane knowledge test."

(4) The date of issuance.

(5) The signature of the authorized instructor who completed the academic portion of the course.

(6) A sequential number on the certificate starting with the first four identifiers of the training provider's certificate number.

7. Requirements for Sport Pilot and Flight Instructor with a Sport Pilot Rating Applicants. In order to take a sport pilot knowledge test or a flight instructor with a sport pilot rating test, an applicant must hold one of the following:

a. Ground School Completion. Certificate of graduation or a statement of accomplishment certifying the satisfactory completion of the ground school portion of a course for the certificate or rating sought. The certificate or statement may be issued by an FAA-certified pilot school or an agency, such as a high school, college, adult education program, CAP, or ROTC flight training school.

b. Statement or Endorsement From Authorized Instructor. A written statement or logbook endorsement from an authorized ground or flight instructor certifying that the applicant completed an applicable ground training or home study course and is prepared for the knowledge test.

c. Failed, Passing, or Expired Report. A failed, passing, or expired AKTR, provided the applicant still has the original test report in his or her possession. (See paragraphs 21 and 22.)

d. Expired Test/Credit Letter. An expired test/credit letter issued by the Airmen Certification Branch (AFS-760) (in lieu of a duplicate AKTR).

8. Requirements for Flight Engineer (FE) Applicants. To take an FE knowledge test, an applicant must hold one of the following:

a. Certificate. An FAA commercial pilot certificate with an instrument rating or ATP Certificate.

b. License. A foreign unrestricted commercial pilot license with an instrument rating or an ATP license issued by an International Civil Aviation Organization (ICAO) member state.

c. Endorsement. The endorsement must certify that the applicant meets the knowledge requirements of part 63, § 63.35(c), and the aeronautical experience requirements of § 63.37 (see Appendix A, Figure A-4, Sample Endorsement from an FAA ASI (Operations/Airworthiness) to Take a Flight Engineer Knowledge Test). An endorsement for an FE knowledge test must be provided by one of the following persons authorized to recommend FE applicants:

(1) A person who holds a current FAA FE certificate with the appropriate class rating.

(2) A U.S. Armed Forces FE instructor or standardization/evaluation FE for that class of airplane.

(3) FE instructors associated with 14 CFR part 121 training programs, including 14 CFR part 142 certificate holders, who have an FE curriculum.

(4) An FAA aviation safety inspector (ASI) (Operations and/or Airworthiness).

d. Original Test Report. A passed, failed, or expired original test report for the specific test.

9. Requirements for Aviation Mechanic Applicants. The Aviation Mechanic General (AMG), Aviation Mechanic Airframe (AMA), and Aviation Mechanic Powerplant (AMP) knowledge tests may be taken when an applicant presents one of the following:

a. FAA Form 8610-2, Airman Certificate and/or Rating Application. An FAA Form 8610-2 endorsed by an ASI (Airworthiness) in block V. (See Appendix A, Figure A-5, FAA Form 8610-2, Airman Certificate and/or Rating Application.)

(1) If an applicant possesses a mechanic certificate with either an airframe or powerplant rating, the general test must not be administered.

(2) When an applicant presents an original FAA Form 8610-2 as authorization for a mechanic (AMG, AMA, or AMP) test, the unit member must make a photocopy of the form for the testing center files, attach the copy to the applicable daily log, and return the original to the applicant.

Note: All applicants for the general test must present a completed application or graduation certificate showing either powerplant or airframe rating eligibility, or must present evidence to the testing center that he or she has been authorized to take the general test based on the school having an exemption, issued under 14 CFR part 11, to part 65, § 65.75(a).

b. Graduation Certificate or Certificate of Completion.

(1) A graduation certificate or certificate of completion from an FAA-certificated Aviation Maintenance Technician School (AMTS) is acceptable as evidence the applicant meets eligibility requirements. The unit member must ensure the graduation certificate or certificate of completion includes the following: name and certificate number of the AMTS, graduation date, curriculum from which the applicant graduated (i.e., airframe and/or powerplant), name of the applicant, and signature from the authorized school official.

(2) A graduate from an AMTS need not present the graduation certificate or certificate of completion to an ASI (Airworthiness) before taking the knowledge test. The unit member must assure that the applicant is only allowed to test for those sections of the test authorized based on the certificate. The unit member must make a photocopy of the form for the testing center files, attach the copy to the applicable daily log, and return the original to the applicant.

Note: The exam date for a mechanic knowledge test should not precede the date of the graduation certificate.

c. Military Certificate of Eligibility.

(1) For certain military members, the military issues a Military Certificate of Eligibility. If the applicant presents a certificate that meets the requirements of FAA Order 8900.1, Volume 5, Chapter 5, Section 2, Figure 5-137, the unit member may test the applicant for the appropriate rating(s). (See Appendix A, Figure A-6, Certificate of Eligibility.)

(2) An applicant with a Military Certificate of Eligibility need not present it to an ASI (Airworthiness) before taking the knowledge test. The unit member must ensure that the applicant is only allowed to test for those sections of the test authorized based on the certificate. The unit member must make a photocopy of the form for the testing center files, attach the copy to the applicable daily log, and return the original to the applicant. The exam date for a mechanic knowledge test should not precede the date of the Military Certificate of Eligibility.

d. Original Test Report. A passed, failed, or expired original test report for the specific test.

10. Requirements for Parachute Rigger Applicants. FAA Form 8610-2, endorsed by an ASI (Airworthiness) in block V, is required for parachute rigger applicants. (See Appendix A, Figure A-5, FAA Form 8610-2, Airman Certificate and/or Rating Application.)

11. Requirements for Inspection Authorization (IA) Applicants. FAA Form 8610-1, Mechanic's Application for Inspection Authorization, endorsed by an ASI (Airworthiness) in block 14, is required for IA applicants. (See Appendix A, Figure A-7, FAA Form 8610-1, Mechanic's Application for Inspection Authorization.)

12. Requirements for Military Pilot or Former Military Pilot Applicants. The FAA requires knowledge tests for the issuance of pilot and flight instructor certificates under Special Rules found in § 61.73. The applicant must meet the requirements of § 61.73 before applying, on the basis of military competency, for:

a. Certificates and Ratings.

(1) A commercial pilot certificate with the appropriate aircraft category and class rating;

(2) An instrument rating with the appropriate aircraft rating;

(3) Aircraft type rating; or

(4) Flight instructor certificate and ratings.

Note: The applicant must pass a military competency knowledge test for the issuance of items listed in subparagraphs 12a(1) and (4). The FAA issues items listed in subparagraphs 12a(2) and (3) on the basis of evidentiary documents, along with the issuance of items listed in subparagraphs 12a(1) and (4); therefore, no separate military competency knowledge test is administered for items listed in subparagraphs 12a(2) and (3).

b. Military Competence (Commercial) Tests. Two versions of the knowledge test for a commercial pilot certificate with the appropriate category and class rating are available.

(1) Administer the Military Competency Airplane (MCA) test to an applicant who seeks a commercial pilot certificate with an airplane category rating.

(2) Administer the Military Competency Helicopter (MCH) test to an applicant who seeks a commercial pilot certificate with a rotorcraft helicopter category and class rating.

Note: An applicant who is qualified in both airplanes and helicopters may choose to take either the MCA or MCH test. An applicant who seeks the certificate described in subparagraph 12a(1), on the basis of military competence in powered-lift aircraft, must first be qualified in either airplanes or helicopters. Therefore, the applicant may choose to take either the MCA or MCH test, be issued the commercial pilot airplane or helicopter certificate, and then apply to have powered-lift added to that commercial airplane or helicopter certificate.

c. MCI Tests. There is only one version of the knowledge test for a flight instructor certificate and ratings. Administer the MCI test to an applicant who seeks a flight instructor certificate and ratings on the basis of military competency.

d. Foreign Military Pilots Assigned to Pilot Duties in the U.S. Armed Forces. A military pilot in the Armed Forces of a foreign contracting state to the Convention on International Civil Aviation and assigned to pilot duties in the U.S. Armed Forces, for purposes other than receiving flight training, may also apply for the items in subparagraphs 12a(1), (2), and (3) per § 61.73. Administer either the MCA or MCH test based on which certificate the applicant seeks.

e. All Military Pilots.

(1) When a military pilot applicant passes an MCA or MCH knowledge test, the applicant must make application to the FAA in accordance with § 61.73. When the applicant meets the requirements of the applicable 14 CFR section, FAA Form 8060-4, Temporary Airman Certificate, may be issued to the applicant.

(2) If the military pilot applicant does not receive a passing score, the applicant must meet the requirements of § 61.49 before retaking that knowledge test.

13. Foreign Pilot Instrument Rating Tests. The FAA requires a knowledge test for the issuance of an instrument rating on a U.S. pilot certificate of an applicant who also holds an instrument rating on a foreign pilot license issued by a contracting state to the Convention on International Civil Aviation. The applicant must meet the requirements of § 61.75 before applying for the addition of the instrument rating to the applicant's U.S. pilot certificate. The applicant must pass an IFP test.

a. Test Administration. Do not substitute initial or added rating instrument knowledge tests (Instrument Rating Airplane (IRA), Instrument Rating Helicopter (IRH), or Instrument Rating Canadian Conversion (ICP)) for the IFP knowledge test. However, administer an initial instrument rating knowledge test (IRA or IRH) to a foreign pilot applicant who desires to take

the instrument rating practical test and be issued a certificate with the notation "U.S. TEST PASSED."

b. Temporary Airman Certificate. When a foreign pilot applicant passes an IFP, IRA, or IRH knowledge test, the applicant must make application to the FAA in accordance with § 61.75. When the applicant meets the requirements of the applicable 14 CFR section, FAA Form 8060-4, may be issued to the applicant.

c. Retaking the Knowledge Test. If the foreign pilot applicant does not receive a passing score, the applicant must meet the requirements of § 61.49 before retaking that knowledge test.

14. Military Competence Parachute Rigger Tests. To be eligible for a parachute rigger certificate based on military competency, the applicant must meet the requirements of §§ 65.113 and 65.117. The applicant must present a completed FAA Form 8610-2 (see Appendix A, Figure A-5), approved and signed by an ASI (Airworthiness) from the local Flight Standards District Office (FSDO) or International Field Office (IFO), to the test site registrar before taking the knowledge test.

15. Transitioning Between Powered and Nonpowered Category and Class Rating Tests.

a. Powered Aircraft Class Rating. When applying for an additional category or class rating, a knowledge test is not required for an applicant who holds a recreational, private, or commercial pilot certificate with a category and class rating for powered aircraft.

b. Nonpowered Class Rating. When applying for a category or class rating for powered or nonpowered aircraft, a knowledge test is required for an applicant who holds a recreational, private, or commercial pilot certificate with a category and class rating for nonpowered aircraft (e.g., glider and hot air balloon). (See Figure 5-2, Recreational Pilot—Addition of Category and Class Ratings, Figure 5-3, Private Pilot—Addition of Category and Class Ratings, and Figure 5-4, Commercial Pilot—Addition of Category and Class Ratings, for examples of the addition of category and class ratings.)

16. Private Pilot Transition Tests. Administer a transition test to an applicant who holds a recreational pilot certificate with an airplane, gyroplane, or helicopter rating, and who meets the knowledge requirements for the private pilot certificate with the corresponding rating. A transition test may be administered to an applicant who holds an appropriate recreational pilot test report with a passing grade. (See Figure 5-5, Recreational Pilot—Private Pilot Transition Tests.)

17. Added Rating Tests. Added rating tests may be administered to an applicant who meets specific requirements; however, the applicant has the option of taking the full test. Added rating tests are available for holders of ATP, flight instructor, and FE certificates, or for holders of valid test reports for those certificates. These tests are specific in content and shorter than initial tests. (See Figure 5-6, Airline Transport Pilot—Added Rating Tests, Figure 5-7, Administration of Flight Instructor—Full Tests, Figure 5-8, Administration of Flight Instructor—Short Tests, and Figure 5-9, Administration of Flight Engineer Tests.)

Note: Before being administered an added rating test for a flight instructor certificate, the applicant must present evidence of having received ground instruction in the appropriate knowledge areas. This is normally accomplished by an instructor logbook endorsement.

18. Canadian Conversion Tests. A U.S. pilot wishing to obtain a Canadian license, or a Canadian pilot wishing to obtain a U.S. certificate, should review the current edition of FAA Advisory Circular (AC) 61-135, Conversion Procedures and Processes for FAA Pilot Certificates and TCCA Pilot Licenses. The FAA's International Programs and Policy Division (AFS-50) should be consulted regarding specific Canadian conversion questions. (Refer to Order 8900.1, Volume 5, Chapter 2, Section 14, paragraph 5-606.)

19. Administration of Knowledge Tests to Non-U.S. Citizens. Since knowledge tests are considered ground training, applicants who are not U.S. citizens may take airman knowledge tests without complying with the Transportation Security Administration's (TSA) Alien Flight Student Program (AFSP).

20. Retesting After Failure. The applicant must surrender the previous test report to the unit member before retesting. The original test report is to be retained by the unit member and attached to the applicable sign-in/out log after administering the retest. The latest test taken will reflect the official score.

a. Authorized Instructor Endorsement. As stated in § 61.49, an applicant may apply for retesting after receiving additional training and an endorsement from an authorized instructor who has determined the applicant has been found competent to pass the test.

Note: After July 31, 2014, an applicant for retesting of the ATM knowledge test must have an endorsement from an authorized instructor who (1) meets the instructor qualifications defined in 14 CFR part 121, 135, 141, or 142 for the ATP CTP; (2) has completed the ground instructor training required by the appropriate section within those parts; and (3) is employed by an authorized training provider of the ATP CTP.

b. Reapplying for an FE Certificate. As stated in § 63.41, an applicant for an FE certificate who fails a knowledge test for that certificate may apply for retesting:

(1) Thirty days after the date the test was failed; or

(2) Within 30 days from the date of the failed test, only after the applicant has received additional practice or instruction and an endorsement from one of the following individuals:

(a) An FAA-certificated FE must complete the statement on the applicant's test report by entering the endorser's last name, first initial, FE certificate number, class rating, and signature.

(b) A U.S. Armed Forces standardization/evaluation FE instructor for a specific airplane class must enter the endorser's last name, first initial, Branch of Service (BOS), type of designation, and signature on the applicant's test report.

(c) An FE instructor associated with a part 121 FE training program must enter the endorser's last name, first initial, name of the facility, position held, and signature on the applicant's test report.

c. Reapplying for a Knowledge Test. As stated in § 65.19, with the exception of IA applicants, an applicant for a knowledge test for a certificate and rating, or for an additional rating under part 65, may apply for retesting:

(1) Thirty days after the applicant failed the test; or

(2) Before the 30 days have expired, if the applicant presents a signed statement from an airman holding the certificate and rating sought by the applicant certifying that the airman has given the applicant additional instruction in each of the subjects failed and considers the applicant ready for retesting.

d. IA Applicant Procedures. As stated in § 65.91, an applicant for IA who fails a test under § 65.91 may not apply for retesting until 90 days after the date of the failed test.

21. Retesting for Higher Score. Test applicants who have received a passing grade may retake the same test for a higher score after 30 days. The applicant must surrender the previous test report to the unit member before retesting. The unit member must destroy the original test report after administering the retest. The latest test taken will reflect the official score.

22. Validity Period for Tests.

a. Expiration Dates. All airman knowledge tests have an expiration date of 24 calendar-months, except for the following:

(1) For the ATM knowledge tests completed after July 31, 2014, the expiration date is 60 calendar-months.

(2) ATP test expiration dates may be extended for applicants who meet the requirements of § 61.39.

(3) FE test expiration dates may be extended for applicants who meet the requirements of § 63.35(d).

b. Military Allowance. In order to avoid penalizing U.S. personnel who are unable to meet the regulatory time limits of their flight instructor certificate, IA, or airman written test report because they are serving outside of the United States in support of U.S. Armed Forces operations, the allowances of Special Federal Aviation Regulation (SFAR) 100-2 are observed. The effect of this action is to give U.S. personnel who are assigned outside the United States in support of U.S. Armed Forces operations extra time to meet certain eligibility requirements in the current rules. Effective June 20, 2010, and until further notice, SFAR 100-2 will continue to allow:

(1) FSDOs to accept expired flight instructor certificates and IAs for renewals from U.S. Military and civilian personnel who are assigned outside the United States in support of U.S. Armed Forces operations.

(2) FSDOs to accept expired airman written test reports for certain practical tests from U.S. personnel who are assigned outside the United States in support of U.S. Armed Forces operations.

c. Minimum Age Requirements. For additional information regarding airman knowledge test minimum age requirements and validity period for tests, see Figure 5-1.

d. Reports Without an Expiration Date. All knowledge test reports that do not have an expiration date reflected on the test report expired on March 31, 1997.

Figure 5-2. Recreational Pilot—Addition of Category and Class Ratings

Category and Class Rating Held	Category and Class Rating Sought	Knowledge Test Required
RPA or RPG	RPH	None
RPA or RPH	RPG	None
RPG or RPH	RPA	None

Figure 5-3. Private Pilot—Addition of Category and Class Ratings

Category and Class Rating Held	Category and Class Rating Sought	Knowledge Test Required
PRH, PRG, or PLA	PAR	None
PAR, PRG, or PLA	PRH	None
PAR, PRH, or PLA	PRG	None
PAR, PRH, PRG, or PLA	PGL	None
PAR, PRH, PRG, or PLA	PBH	None
PAR, PRH, PRG, or PLA	PBG	None
PAR, PRH, or PRG	PLA	None
PBG, PBH, or PGL	PAR	PAR
PBG or PBH	PGL	PGL
PBG, PBH, or PGL	PRH	PRH
PBG, PBH, or PGL	PRG	PRG

PBG, PBH, or PGL	PLA	PLA
PGL or PBG	PBH	PBH
PGL or PBH	PBG	PBG

Figure 5-4. Commercial Pilot—Addition of Category and Class Ratings

Category and Class Rating Held	Category and Class Rating Sought	Knowledge Test Required
CRH, CRG, or CLA	CAX	None
CAX, CRG, or CLA	CRH	None
CAX, CRH, or CLA	CRG	None
CAX, CRH, CRG, or CLA	CGX	None
CAX, CRH, CRG, or CLA	CBH	None
CAX, CRH, CRG, or CLA	CBG	None
CAX, CRH, or CRG	CLA	None
CBG, CBH, or CGX	CAX	CAX
CBG or CBH	CGX	CGX
CBG, CBH, or CGX	CRH	CRH
CBG, CBH, or CGX	CRG	CRG
CBG, CBH, or CGX	CLA	CLA
CGX or CBG	CBH	CBH
CGX or CBH	CBG	CBG

Figure 5-5. Recreational Pilot—Private Pilot Transition Tests

Certificate/Rating Held or Knowledge Test Passed	Certificate/Rating Sought	Administer
RPA	PAR	PAT
RPG	PRG	PGT
RPH	PRH	PHT

Figure 5-6. Airline Transport Pilot—Added Rating Tests

Certificate/Rating Held or Knowledge Test Passed	Certificate/Rating Sought	Administer
ATP—Airplane	ATP—Helicopter	ARH
ATP—Helicopter	ATP—Airplane until July 31, 2014	ARA until July 31, 2014
ATP—Airplane Single Engine	ATP—Airplane Multiengine	ATM after July 31, 2014
ATP—Airplane Multiengine	ATP—Airplane Single Engine	Knowledge test not required
ATP—Airplane Single Engine or Multiengine	ATP—Helicopter	ARH
ATP—Helicopter	ATP—Airplane Single Engine	ATS after July 31, 2014
ATP—Helicopter	ATP—Airplane Multiengine	ATM after July 31, 2014

Figure 5-7. Administration of Flight Instructor—Full Tests

Certificate/Rating Held or Knowledge Test Passed	Certificate/Rating Sought	Administer
None	FIA (initial)	FIA—full test
None	FRH (initial)	FRH—full test
None	FII (initial)	FII—full test
None	FIH (initial)	FIH—full test
None	FIG (initial)	FIG—full test
None	FRG (initial)	FRG—full test
FIA	FII (adding)	FII—full test
FIA	FIH (adding)	FIH—full test
FII	FIA (adding)	FIA—full test
FII	FRH (adding)	FRH—full test
FII	FIG (adding)	FIG—full test
FII	FRG (adding)	FRG—full test
FRH	FIH (adding)	FIH—full test
FRH	FII (adding)	FII—full test
FIH	FIA (adding)	FIA—full test
FIH	FRH (adding)	FRH—full test

FIH	FIG (adding)	FIG—full test
FIH	FRG (adding)	FRG—full test
FIG	FIA (adding)	FIA—full test
FIG	FRH (adding)	FRH—full test
FIG	FRG (adding)	FRG—full test
FIG	FII (adding)	FII—full test
FRG	FII (adding)	FII—full test

Figure 5-8. Administration of Flight Instructor—Short Tests

Certificate/Rating Held or Knowledge Test Passed	Certificate/Rating Sought	Administer
FIA	FRG (adding)	GFA—short
FIA	FRH (adding)	HFA—short
FIA	FIG (adding)	AFG—short
FIH	FII (adding)	AIF—short
FII	FIH (adding)	HIF—short
FRG	FIA (adding)	AFA—short
FRG	FRH (adding)	HFA—short
FRG	FIG (adding)	AFG—short
FRH	FIA (adding)	AFA—short
FRH	FRG (adding)	GFA—short
FRH	FIG (adding)	AFG—short

Figure 5-9. Administration of Flight Engineer Tests

Flight Engineer Certificate Held or Knowledge Test Passed	Rating Sought	Administer
None	Turbojet	FEX
None	Turboprop	FET
None	Reciprocating Engine	FEN
FEX	Turboprop	FEP
FEX	Reciprocating Engine	FER
FET	Turbojet	FEJ
FET	Reciprocating Engine	FER
FEN	Turbojet	FEJ
FEN	Turboprop	FEP

Chapter 6. Data Collection and Test Report Specifications

1. Applicant Registration. The Airman Knowledge Testing (AKT) Organization Designation Authorization (ODA) holder registrar or unit member must enter the required information into the applicant's data file. AKT ODA holder home office personnel and unit members may be subject to data collection and entry proficiency checks.

a. Personal Information.

(1) Applicant's name, as shown on the identification presented to the unit member at the time of test administration.

(2) Applicant's name suffix (e.g., Jr., Sr., III), as applicable and as shown on the identification presented to the unit member at the time of test administration. (See Appendix A, Figure A-8, Knowledge Test Data Record Layout, field 6.)

(3) Applicant's eight-digit date of birth (e.g., 02211958).

(4) Applicant's mailing address (number and street, apartment number, post office box or rural route, city, state/country, and ZIP code).

(5) Applicant's citizenship. (See Appendix A, Figure A-12, Country and Nationality Codes.)

(6) Applicant's U.S. Social Security Number (SSN), if voluntarily provided, or eight-digit date of birth (e.g., 02211960).

b. Test Information.

(1) Date of test (e.g., 10262002).

(2) Title of test (e.g., Private Pilot—Airplane).

(3) Test code (e.g., PAR).

(4) Take number.

(a) For an initial test, enter "1." (An entry of "0" is not a valid take number.)

(b) For retakes within 24 calendar-months, enter the next successive number (e.g., 2, 3, 4). If there is a break of more than 24 months from the last test date, start again with 1.

c. Course Completion Date and School Certificate Number. If the applicant presents proof of having completed a Federal Aviation Administration (FAA)-approved course (i.e., an FAA Form 8610-2, a certificate of completion, or a graduation certificate), enter the completion date and school certificate number.

(1) For pilot applicants, enter the school certificate number if the applicant has completed a course from an FAA-approved 14 CFR part 141 pilot school. For Airline Transport Pilot

Airplane Multiengine Class (ATM) applicants who present a graduation certificate from an approved training provider for the airline transport pilot (ATP) Certification Training Program (CTP), enter the training provider's certificate number (14 CFR part 121, 135, 141, or 142).

(2) For mechanic applicants, enter the school certificate number if the applicant has completed a course from an FAA-approved 14 CFR part 147 school.

Note: The Airman Testing Standards Branch (AFS-630) will provide the AKT ODA holder registrar a list of part 141 and 147 schools and their certificate numbers. No entry must be made if a school is not on the provided list. Part 147 school numbers must not be entered for part 141 exam registrations; likewise, part 141 school numbers must not be entered for part 147-related exams.

2. Airman Knowledge Test Report (AKTR) Specifications. The AKT ODA holder must produce an AKTR at the conclusion of an exam. The information displayed on the AKTR must follow the layout as shown in Appendix A, Figure A-1, Sample Airman Knowledge Test Report, and must conform to the following requirements.

- A header and/or footer area must be available for the AKT ODA holder's approved logo, address, and telephone number(s).
- The AKT ODA holder's circular embossed seal must appear in the middle right portion of the body of the test report.
- The phrase "DO NOT LOSE THIS REPORT" must be printed in a minimum of 18-point font, in all caps and centered, in the middle portion of the test report.
- The authorized instructor's statement portion of the test report must be printed in a minimum of 9-point font.
- All other lines of the test report must be 10-point font.

Note: Use of a laser printer and plain, white, 8½ by 11-inch, 20-pound weight paper is recommended.

3. Data Collection and Transmission. Airman applicant, knowledge test, validation question, and survey data must be completely and accurately captured and transmitted to AFS-630 in the formats prescribed in Appendix A, Figure A-8, Knowledge Test Data Record Layout; Figure A-9, Knowledge Test Question Data Record Layout; Figure A-10, Validation Question Data Record Layout; and Figure A-11, Survey Data Record Layout.

Chapter 7. Joint Services Aviation Maintenance Technician Certification Council (JSAMTCC)

1. Background. In November 2011, the Federal Aviation Administration (FAA) entered into a Memorandum of Agreement (MOA) that granted the JSAMTCC limited authority for FAA-approved appointees of the JSAMTCC, through the Airman Testing Standards Branch (AFS-630), to administer the full array of FAA airman knowledge tests to eligible individuals within the following groups:

- Active-duty, guard, and reserve component personnel of the United States Air Force (USAF), United States Army (USA), United States Coast Guard (USCG), United States Marine Corps (USMC), and United States Navy (USN);
- U.S. Military retirees;
- U.S. Military dependents;
- Department of Defense (DOD) civilians; and
- Department of Homeland Security (DHS) civilians.

Note: For additional information regarding the JSAMTCC, see the JSAMTCC Web site at https://augateway.maxwell.af.mil/ccaf/certifications/jsamtcc/index.asp.

2. Definitions.

a. Alternate Test Control Officer (ATCO). A properly qualified and trained individual selected by the Test Control Officer (TCO) and authorized by the FAA to serve as a JSAMTCC test examiner. In cases where the TCO is unable or unavailable to fulfill his or her duties, the ATCO may serve as the TCO for a period not to exceed 90 days (equivalent to a unit member (see Chapter 1, subparagraph 7o of this order)).

b. Branch of Service (BOS). A branch of the U.S. Military.

c. Branch of Service (BOS) Point of Contact (POC). An individual appointed by his or her respective BOS and/or the JSAMTCC to serve as the JSAMTCC liaison between the BOS's testing centers and the FAA/JSAMTCC Airman Knowledge Testing (AKT) Program Administrator (PA).

d. FAA Reference Material and Training Records File. A file maintained by the TCO containing FAA AKT Program reference materials and FAA training records for the TCO, ATCO, and Test Examiner(s) (TE).

e. Federal Aviation Administration Joint Services Aviation Maintenance Technician Certification Council (FAA/JSAMTCC) Airman Knowledge Testing (AKT) Program Administrator (PA). An individual appointed by the AFS-630 Manager to administer the FAA/JSAMTCC AKT Program and to serve as the liaison between the FAA and the JSAMTCC Co-Chair (CC), the BOS POCs, and testing center personnel.

f. Joint Services Aviation Maintenance Technician Certification Council (JSAMTCC) Co-Chair (CC). An individual(s) appointed by the Community College of the Air Force to serve as the JSAMTCC's CC. One JSAMTCC CC will be appointed to serve as the JSAMTCC liaison between the BOS POCs and the FAA.

g. Test Control Officer (TCO). A properly qualified and trained individual selected by the BOS and/or the JSAMTCC and authorized by the FAA to maintain responsibility for the operation of an FAA-approved testing center and the oversight of airman knowledge test administration (equivalent to a unit member (see Chapter 1, subparagraph 7o)).

h. Test Examiner (TE). A properly qualified and trained individual appointed by the TCO and authorized by the FAA to administer airman knowledge tests (equivalent to a unit member (see Chapter 1, subparagraph 7o)).

i. Testing Center. A facility located within a military installation, or established in a location otherwise approved by AFS-630, that provides applicants a computer-based testing environment in accordance with the requirements of this order for the purpose of administering FAA airman knowledge tests (equivalent to a testing center (see Chapter 1, subparagraph 7n)).

3. MOA. The JSAMTCC and all parties affected by this MOA shall follow the guidance in this order for the purposes of participating in the AKT Program. Permitted deviations from this order, in regards to specifics of the FAA/JSAMTCC AKT Program, are outlined in the FAA/JSAMTCC MOA.

a. Designation. This FAA/JSAMTCC MOA does not designate the JSAMTCC as an AKT Organization Designation Authorization (ODA) holder, but authorizes each BOS to administer airman knowledge tests to eligible applicants (see paragraph 1) at FAA-approved testing centers.

b. Retention. The JSAMTCC CC is responsible for providing a copy of the FAA/JSAMTCC MOA to each BOS POC. Each BOS POC is responsible for providing a copy of the MOA to the testing centers within his or her respective BOS. The TCO must retain a copy of the MOA in a readily accessible location within the testing center's FAA Reference Material and Training Records File.

c. Cancellation. Either party to this MOA may request cancellation of the agreement, in writing, at least 90 days in advance of the desired cancellation date. The FAA reserves the authority to rescind this authorization at any time and for any reason, including failure of the JSAMTCC, its appointees, or testing center personnel to comply with this MOA or AKT Program guidance.

4. Testing Center and Personnel Guidance.

a. Policy and Procedure Information. The AKT PA is responsible for the timely transmittal of initial, established, and revised AKT Program policy and procedure information to the JSAMTCC CC and BOS POCs. Each BOS POC must promptly relay this information to each TCO. Each TCO must promptly relay this information to testing personnel at his or her respective testing center.

b. Communication. Testing center personnel should communicate with the respective BOS POC regarding AKT Program inquiries or concerns. The BOS POC should communicate with the JSAMTCC CC regarding program inquiries or concerns from testing center personnel. The JSAMTCC CC should communicate with the AKT PA regarding program inquiries or concerns from a BOS POC.

c. Compliance. The JSAMTCC CC, BOS POCs, and testing center personnel are expected to adhere to the guidance provided within the entirety of this order, unless otherwise specified in this chapter or in the FAA/JSAMTCC MOA.

d. Additional Guidance. Additional guidance regarding designee selection, designation, termination, personnel, training, security, and inspections may be found in the current edition of FAA Order 8100.15, Organization Designation Authorization Procedures.

5. Testing Center Personnel Requirements.

a. Age. Testing center personnel must be at least 21 years of age.

b. Eligibility. In order to be a TCO, ATCO, or TE at an FAA-approved JSAMTCC testing center, an individual must be one or more of the following:

- An active-duty, guard, or reserve component employee of the USAF, USA, USCG, USMC, or USN;
- A U.S. Military retiree;
- A U.S. Military dependent;
- A DOD civilian or contractor; and/or
- A DHS civilian or contractor.

c. Citizenship. JSAMTCC testing center personnel must be citizens or resident aliens of the United States, except for locations outside of the United States. A foreign national may be appointed as a TCO, ATCO, or TE at a location outside the United States, while a foreign national may not be appointed as a TCO, ATCO, or TE at a location within the United States.

d. Reputation. Testing center personnel must have a good reputation and record in the industry and community for integrity and dependability, along with a willingness to serve the military aviation community.

e. Competency. Testing center personnel must be knowledgeable about the policies, procedures, and requirements outlined in this order; airman knowledge test eligibility and authorization requirements; applicant identification and registration procedures; and test administration and delivery processes.

f. Notification. The BOS POC must immediately notify the JSAMTCC CC of any action taken by testing center personnel that would jeopardize the integrity, security, or proper functioning of the AKT Program. The JSAMTCC CC must immediately communicate this notification to the AKT PA.

g. Presence. The TCO or ATCO is responsible for the operation of the testing center, including TE training and oversight. The TCO must be present during at least 50 percent of test administration business hours on a per week basis; however, a trained and approved TE may administer airman knowledge tests in the absence of the TCO or ATCO.

6. Testing Center and Personnel Appointments.

a. Approval Request. Before establishing a testing center, the BOS POC, through the JSAMTCC CC, must request approval of the proposed site and personnel by means of a testing center facility and personnel information form to the AKT PA. This form must include the following data:

- Testing center name, location/address, phone, fax, email, business hours, and testing station/computer information; and
- Personnel names, titles (TCO, ATCO, or TE), and contact and proctor account information.

Note: The BOS POC shall request approval of no more than one TCO, one ATCO, and two TEs per testing center.

b. Facility and Personnel Preparation. The AKT PA will transmit the required FAA reference materials, computer testing supplement book information, FAA test delivery system user instructions, and proctor training information to the proposed TCO through the JSAMTCC CC and BOS POC. The AKT PA will also establish proctor accounts for proposed testing center personnel, ensure the site is able to access the FAA test delivery system, and transmit an AKTR embosser to the site.

c. Activation. The AKT PA will review the applicable documentation to determine that all items for testing center and personnel preparation have been completed, and that the facility and proctors are fully prepared and trained to administer FAA airman knowledge tests. Once the AKT PA determines the site and personnel preparation process complete, the AKT PA will enter and update the associated electronic records in the AFS-630 database, assign the location a site ID, and then notify the BOS POC and JSAMTCC CC that the testing center is activated for FAA testing.

d. Authorized Personnel. Only properly trained, qualified, and authorized individuals may administer FAA airman knowledge tests at an FAA/JSAMTCC testing center. An FAA proctor account must be used only by the individual to whom the username and password is issued. Misuse of a proctor account and sharing of username and password information is strictly prohibited and will result in immediate suspension of testing privileges of the offending individual(s).

7. Testing Center and Personnel Changes.

a. Facility and Personnel Information. The JSAMTCC CC must retain a current and accurate database of FAA-approved testing centers and personnel. The AKT PA is responsible for maintaining a list of FAA/JSAMTCC testing centers posted at http://www.faa.gov/training_testing/testing/media/faacenters.pdf.

b. Testing Center Changes. Each TCO must immediately notify his or her BOS POC of any changes in testing center information or status, including changes to the site name, address, phone, fax, email, business hours, or FAA test administration status (e.g., withdrawal from the AKT Program, base or facility closure, or unavailability of trained and approved TCO or ATCO). The BOS POC, through the JSAMTCC CC, must then immediately notify the AKT PA of said testing center changes.

c. Personnel Changes. Each TCO must immediately notify his or her BOS POC of any changes in testing center personnel information or status, including any changes to an employee's name, contact information, title, or FAA test administration status (e.g., relocation, resignation, or retirement). The BOS POC, through the JSAMTCC CC, must then immediately notify the AKT PA of said personnel changes.

d. Acting TCO. If a TCO voluntarily or involuntarily vacates his or her position, the ATCO may act as the TCO in assuming responsibilities for oversight of FAA test administration for a period not to exceed 90 days. After 90 days, no airman knowledge tests may be administered until a replacement TCO is trained and approved.

8. Training Responsibilities.

a. Training Content. The AKT PA is responsible for developing, revising, and maintaining training materials which provide guidance and instruction in the following areas:

- Program responsibilities of, and stakeholder services to be provided by, the JSAMTCC CC, BOS POCs, and testing center personnel.
- Lines of communication.
- Testing center and personnel approval processes.
- Required reference materials for testing center personnel.
- Test registration, administration, and delivery processes.
- Identification, eligibility, and authorization of airman applicants.
- Supplementary materials for airman applicants.
- Test report issuance.
- Security and surveillance.
- Initial and annual testing center facility inspections.

b. MOA Participant Training. The AKT PA is responsible for providing a program overview and training materials, as described in subparagraph 8a, to the JSAMTCC CC and BOS POCs. The BOS POCs are responsible for sharing the training materials with their respective BOSs' TCOs. Each TCO is responsible for sharing this information with the ATCO and TE(s) at his or her testing center. The TCO is also responsible for retaining training materials in the testing center's FAA Reference Material and Training Records File.

c. New Appointee Training. Newly appointed testing center personnel must receive training, prior to commencing their duties, in the procedural and technical aspects of the AKT Program, including, but not limited to, the areas listed in subparagraph 8a.

d. Training Records. The TCO must retain records of all initial and follow-on training for all testing center personnel in the testing center's FAA Reference Material and Training Records File.

e. MOA Stakeholder Meetings.

(1) JSAMTCC Meetings. The AKT PA is responsible for attending at least one JSAMTCC meeting per fiscal year (FY) to present a program status briefing and provide verbal program updates to the JSAMTCC CC, council members, BOS POCs and representatives, FAA representatives, and representatives from academia and industry.

(2) DOD Education Symposiums. The AKT PA is responsible for attending a DOD Education Symposium no less than once every 3 calendar-years to present a program status briefing to symposium attendees; provide verbal program updates to MOA participants; and conduct any training requested by the JSAMTCC CC, BOS POCs and representatives, and testing center personnel.

9. Suspension of Testing Privileges.

a. Noncompliance. When it is determined that a testing center is not complying with the provisions of this order or other applicable AKT Program policies and procedures, the AKT PA will provide the BOS POC, through the JSAMTCC CC, written notice of the actions necessary to gain compliance. If it is determined that the noncompliance warrants a temporary or permanent suspension of the testing center's testing privileges, the AKT PA will notify the BOS POC, through the JSAMTCC CC, of the reasons for and duration of the suspension.

b. Infractions. Infractions that may result in temporary or permanent suspension of testing privileges include, but are not limited to:

- Abuse or fraud of the test administration system, or falsification of airman applicant data;
- Continued testing center operation without the oversight of an FAA-approved TCO or ATCO, or test administration in the absence of properly trained FAA/JSAMTCC testing center personnel;
- Failure to appropriately confirm applicant identification, eligibility, and test authorization;
- Failure to provide required surveillance during testing;
- Failure to provide acceptable service to airman applicants; and
- Numerous or repeat discrepancies during daily operations or during a testing center inspection(s).

10. Testing Center Inspections.

a. FAA Inspections. The FAA/JSAMTCC MOA states, "The JSAMTCC will not operate as a designee under 14 CFR part 183, or as an AKT ODA Holder." Therefore, FAA representatives are not required to perform testing center facility and personnel inspections. However, the FAA/JSAMTCC MOA states, "FAA-authorized JSAMTCC testing centers must

allow the FAA unhindered access to their facilities for the purpose of training, inspections, and/or surveillance."

b. Inspection Training. The AKT PA will provide testing center inspection training materials to the JSAMTCC CC, the BOS POCs, and each TCO. Each TCO is responsible for providing written confirmation of receipt and review of the testing center inspection training materials to the AKT PA through the BOS POC and JSAMTCC CC.

Note: A newly appointed TCO must complete this training prior to conducting his or her first testing center inspection.

c. TCO Inspections. Each TCO is responsible for conducting an annual testing center inspection, utilizing the FAA/JSAMTCC Airman Knowledge Testing Center Inspection Job Aid.

Note: For newly approved testing centers, the TCO must conduct an initial inspection within the first 90 days after the date of the testing center's approval.

(1) Inspection Results. The TCO is responsible for transmitting the annual testing center inspection results to the AKT PA through the BOS POC and JSAMTCC CC.

(2) Review of Results. The AKT PA will review the inspection results and advise the TCO, through the BOS POC and JSAMTCC CC, of any noted discrepancies and the necessary corrective action.

(3) Corrective Action. The TCO is responsible for correcting any identified discrepancies and providing written confirmation of the corrective action to the AKT PA through the BOS POC and JSAMTCC CC.

d. Suspension.

(1) Failure to Inspect. Failure to meet the initial or annual inspection requirement in a timely manner may result in a suspension of testing privileges at the noncompliant testing center. The suspension may remain in place until such time that the inspection is completed and the results are forwarded to the AKT PA through the BOS POC and JSAMTCC CC.

(2) Failure to Respond. Failure by the TCO to correct discrepancies and provide written confirmation of completed corrective action to the AKT PA may result in a suspension of FAA testing privileges until such time that the corrective action is completed and confirmed.

(3) Repeat Infractions. Numerous or repeat discrepancies discovered during an inspection(s) may result in a suspension of FAA testing privileges at the offending testing center.

Appendix A. Supplementary Information Related to the Conduct of Airman Knowledge Tests

Figure A-1. Sample Airman Knowledge Test Report

U.S. DEPARTMENT OF TRANSPORTATION
Federal Aviation Administration
Airman Knowledge Test Report

NAME: Jones, David John

APPLICANT ID: 123456789 **EXAM ID:** 30062620134612312

EXAM: Private Pilot Airplane (PAR)

EXAM DATE: 06/26/2013 **EXAM SITE:** XXX12301

SCORE: 92% **GRADE:** Pass **TAKE:** 1

Learning statement codes listed below represent incorrectly answered questions. Learning statement codes and their associated statements can be found at http://www.faa.gov/training_testing/testing/media/LearningStatementReferenceGuide.pdf.

Reference material associated with the learning statement codes can be found in the appropriate knowledge test guide at http://www.faa.gov/training_testing/testing/test_guides.

A single code may represent more than one incorrect response.

PLT090, PLT281

EXPIRATION DATE: 06/30/2015

AKT ODA Holder, FAA, or DOT Embossed Seal

DO NOT LOSE THIS REPORT

AUTHORIZED INSTRUCTOR'S STATEMENT: *(if applicable)*

On _____ (date) I gave the above named applicant _____ hours of additional instruction, covering each subject area shown to be deficient, and consider the applicant competent to pass the test.

Name _____ Initial _____ Cert. No. _____ Type _____
(print clearly)

Signature _____

FRAUDULENT ALTERATION OF THIS FORM BY ANY PERSON IS A BASIS FOR SUSPENSION OR REVOCATION OF ANY CERTIFICATES OR RATINGS HELD BY THAT PERSON.

ISSUED BY: Administrator
FEDERAL AVIATION ADMINISTRATION

THIS INFORMATION IS PROTECTED BY THE PRIVACY ACT. FOR OFFICIAL USE ONLY.

Figure A-2. Example of a Statement Waiving Right to Full Allotted Test Time

For my own reasons, I hereby voluntarily agree to take the Federal Aviation Administration

(FAA) _____ knowledge test in approximately ___ hours.

_____
Applicant Signature

_____
Unit Member Signature

_____
Testing Center

_____
Date

Figure A-3. Test Codes

Alpha Code	Exam Name	Numeric Code
ACP	Airline Transport Pilot Canadian Conversion	178
ADX	Aircraft Dispatcher	001
AFA	Flight Instructor Airplane (Added Rating)	002
AFG	Flight Instructor Glider (Added Rating)	003
AGI	Ground Instructor (Advanced)	004
AIF	Flight Instructor Instrument Airplane (Added Rating)	005
AMA	Aviation Maintenance Technician Airframe	006
AMG	Aviation Maintenance Technician General	007
AMP	Aviation Maintenance Technician Powerplant	008
ARA	Airline Transport Pilot Airplane (Title 14 of the Code of Federal Regulations (14 CFR) Part 135) (Added Rating) [until July 31, 2014]	009
ARH	Airline Transport Pilot Helicopter (Part 135) (Added Rating)	010
ATA	Air Transport Pilot Airplane (Part 135) [until July 31, 2014]	011
ATH	Airline Transport Pilot Helicopter (Part 135)	012
ATM	Airline Transport Pilot Airplane Multiengine Class [after July 31, 2014]	568
ATP	Airline Transport Pilot Airplane (14 CFR Part 121) [until July 31, 2014]	013
ATS	Airline Transport Pilot Airplane Single Engine Class [after July 31, 2014]	567
BGI	Ground Instructor (Basic)	014
CAX	Commercial Pilot Airplane	015
CBG	Commercial Pilot Balloon—Gas	016
CBH	Commercial Pilot Balloon—Hot Air	017
CCP	Commercial Pilot Canadian Conversion	179
CGX	Commercial Pilot Glider	018
CLA	Commercial Pilot Airship	019
CRG	Commercial Pilot Gyroplane	020

Figure A-3. Test Codes (Continued)

CRH	Commercial Pilot Helicopter	021
FEJ	Flight Engineer Turbojet (Added Rating)	023
FEN	Flight Engineer Reciprocating Engine (Basic)	024
FEP	Flight Engineer Turboprop (Added Rating)	025
FER	Flight Engineer Reciprocating Engine (Added Rating)	026
FET	Flight Engineer Turboprop (Basic)	027
FEX	Flight Engineer Turbojet (Basic)	028
FIA	Flight Instructor Airplane	029
FIG	Flight Instructor Glider	030
FIH	Flight Instructor Instrument Helicopter	031
FII	Flight Instructor Instrument Airplane	032
FNX	Flight Navigator	069
FOI	Fundamentals of Instructing	033
FRG	Flight Instructor Gyroplane	034
FRH	Flight Instructor Helicopter	035
GFA	Flight Instructor Gyroplane (Added Rating)	036
HFA	Flight Instructor Helicopter (Added Rating)	037
HIF	Flight Instructor Instrument Helicopter (Added Rating)	038
IAR	Inspection Authorization	039
ICP	Instrument Rating Canadian Conversion	180
IFP	Instrument Rating Foreign Pilot	040
IGI	Ground Instructor Instrument	041
IRA	Instrument Rating Airplane	042
IRH	Instrument Rating Helicopter	043
MCA	Military Competency Airplane	044
MCH	Military Competency Helicopter	045
MCI	Military Competency Instructor	523
PAR	Private Pilot Airplane	046
PAT	Private Pilot Airplane/Recreational Pilot—Transition	047
PBG	Private Pilot Balloon—Gas	048

Figure A-3. Test Codes (Continued)

PBH	Private Pilot Balloon—Hot Air	049
PCP	Private Pilot Canadian Conversion	181
PGL	Private Pilot Glider	056
PGT	Private Pilot Gyroplane/Recreational Pilot—Transition	057
PHT	Private Pilot Helicopter/Recreational Pilot—Transition	058
PLA	Private Pilot Airship	059
PPP	Private Pilot Powered Parachute	093
PRG	Private Pilot Gyroplane	061
PRH	Private Pilot Helicopter	062
PWS	Private Pilot Weight-Shift-Control	092
RIG	Parachute Rigger	101
RMC	Parachute Rigger Military Competence	064
RPA	Recreational Pilot Airplane	066
RPG	Recreational Pilot Gyroplane	067
RPH	Recreational Pilot Helicopter	068
SIA	Flight Instructor Sport Airplane	074
SIB	Flight Instructor Sport Balloon	076
SIG	Flight Instructor Sport Glider	075
SIL	Flight Instructor Sport Lighter-Than-Air (Airship)	077
SIP	Flight Instructor Sport Powered Parachute	083
SIW	Flight Instructor Sport Weight-Shift-Control	084
SIY	Flight Instructor Sport Gyroplane	078
SPA	Sport Pilot Airplane	123
SPB	Sport Pilot Lighter-Than-Air (Balloon)	124
SPI	Sport Pilot Glider	125
SPL	Sport Pilot Lighter-Than-Air (Airship)	126
SPP	Sport Pilot Powered Parachute	127
SPW	Sport Pilot Weight-Shift-Control	128
SPY	Sport Pilot Gyroplane	129

Figure A-4. Sample Endorsement from an FAA ASI (Operations/Airworthiness) to Take a Flight Engineer Knowledge Test

Memorandum

To: Unit Member, FAA AKT Center
From: Amanda Tucker, Aviation Safety Inspector (Operations/Airworthiness)
Date: June 15, 2013
Subject: Airman Qualifications and Eligibility

I have reviewed the qualification records and documents of Ryan Allen, ID number #########, and find him eligible to take the FAA Flight Engineer turbojet basic (FEX) Airman Knowledge Test in accordance with 14 CFR part 63, § 63.35.

Amanda Tucker
Aviation Safety Inspector (Operations/Airworthiness)
ASW-DAL-FSDO-07, Dallas, TX

Figure A-5. FAA Form 8610-2, Airman Certificate and/or Rating Application

TYPE OR PRINT ALL ENTRIES IN INK

Form Approved
OMB. No. 2120-0022 2/28/2011

U.S. Department of Transportation
Federal Aviation Administration

AIRMAN CERTIFICATE AND/OR RATING APPLICATION

☐ REPAIRMAN
☒ MECHANIC
☐ AIRFRAME
☒ POWERPLANT

(Specify Rating)

☒ PARACHUTE RIGGER
☒ SENIOR ☐ MASTER
☒ SEAT ☒ CHEST
☒ BACK ☐ LAP

APPLICATION FOR: ☐ ORIGINAL ISSUANCE ☐ ADDED RATING

I. APPLICANT INFORMATION

A. NAME (First, Middle, Last)

B. SOCIAL SECURITY NO. | C. DOB (Mo., Day., Yr.) | D. HEIGHT IN. | E. WEIGHT

F. HAIR | G. EYES | H. SEX | I. NATIONALITY (Citizenship)

J. PLACE OF BIRTH

K. PERMANENT MAILING ADDRESS
NUMBER AND STREET, P.O. BOX, ETC.
CITY
STATE ZIP CODE

L. HAVE YOU EVER HAD AN AIRMAN CERTIFICA... OR HAVE YOU EVER HELD AN FAA AIRMAN ...?
☐ NO
☐ YES (If "Yes," explain on an attached sh... E:
☐ NO ☐ YES

N. HAVE YOU EVER BEEN CONVICTED FOR VIOL... PERTAINING TO NARCOTIC DRUGS, MARIJUA... DRUGS OR SUBSTANCES? ..... DATE OF FINAL CONVICTION

Note 1: Proctor should look for appropriate check blocks filled. Those not applicable will have a line drawn through the entire title.

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF -

☐ A. CIVIL EXPERIENCE ☐ B. MILITARY EXPERIENCE ☐ C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)

☐ D. GRADUATE OF APPROVED COURSE | (1) NAME AND LOCATION OF SCHOOL | (2) SCHOOL NO. | (3) CURRICULUM FROM WHICH GRADUATED | (4) DATE

☐ E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.80) | (1) SCHOOL NAME | NO. | (2) SCHOOL OFFICIAL'S SIGNATURE

☐ F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80) | (1) DATE AUTH. | (2) DATE AUTH. EXPIRES | (3) FAA INSPECTOR SIGNATURE | (4) FAA DIST OFC.

III. RECORD OF EXPERIENCE

A. MILITARY COMPETANCE OBTAINED IN → | (1) SERVICE | (2) RANK OR PAY LEVEL | (3) MILITARY SPECIALITY CODE

B. APPLICANT'S OTHER THAN FAA CERTIFICA... (Continue on separate sheet, if more space is... ...ATE AND RATING APPLIED FOR.

Note 2: Proctor should also ensure block V is completed.

DATES: MONTH AND YEAR FROM	TO	EMPLOYER AND LOCATION	TYPE WORK PERFORMED

C. PARACHUTE RIGGER APPLICANTS: INDICATE BY TYPE HOW MANY PARACHUTES PACKED

SEAT	CHEST	BACK	LAP
45	60	100	

FOR MASTER RATING ONLY — PACKED AS A - ☐ SENIOR RIGGER ☐ MILITARY RIGGER

IV. APPLICANT'S CERTIFICATION

I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE
A. SIGNATURE | B. DATE

V. I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS.

DATE 7/31/2013 | INSPECTOR'S SIGNATURE Ryan S. Clark Ryan S. Clark | FAA DISTRICT OFFICE NM-FSDO-05

FOR FAA USE ONLY

Emp.	.reg.	D.O.	.seal	.con	iss.	Act	.lev	.TR	.s.h.	.Src	#rte	Rating (1)	Rating (2)	Rating (3)	Rating (4)

LIMITATIONS

FAA Form 8610-2 (2-85) SUPERSEDES PREVIOUS EDITION Electronic Version (Adobe)

Figure A-6. Certificate of Eligibility (FAA Order 8900.1, Volume 5, Chapter 5, Section 2, Figure 5-137)

Certificate of Eligibility

SAMPLE

This document certifies that

Technical Sergeant John P. Doe

has met the prescribed experience requirements of Federal Aviation Regulation Part 65.77, Certification: Airmen Other Than Flight Crew Members, Subpart D - Mechanics, and is recommended for authorization to be tested for:

FAA Airframe and Powerplant Mechanic

certification. In accordance with FAA Policy and prescribed by the Joint Service Aviation Maintenance Technician Certification Council, this certificate was duly signed and validated on 4 August 2006.

Estel Breeding Jr., GS-12, DAF
Chief, Licensure and Certification Programs
Community College of the Air Force
Maxwell AFB, AL 36112-6613
(334) 953-8412

Authorizing Official, Rank, Branch of Service
Duty Title, Duty Location, Phone Number

CG-G-EAE-4 (12/05)

Issuance Control Number: AF060049

Signature

4 August 2006
Date

COMMUNITY COLLEGE OF THE AIR FORCE

Figure A-7. FAA Form 8610-1, Mechanic's Application for Inspection Authorization

No certificate may be issued unless a completed application form has been received (14 CFR 65).

U. S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION-PRIVACY ACT

Form Approved: OMB No. 2120-0022 02/28/2011

1. NAME *(Last, First, Middle)*		2. MECHANIC CERTIFICATE NO.
3. MAILING ADDRESS *(Number, Street, City, State/County, Zip Code) (Place at which you desire to receive Airworthiness Directives, etc.)*	4a. FIXED BASE OF OPERATIONS PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK	4b. TELEPHONE NO. PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK

	YES	NO
5. HAVE YOU HELD A MECHANIC CERTIFICATE WITH BOTH AIRFRAME AND POWERPLANT RATINGS FOR THE 3 YEARS PRECEDING THE DATE OF THIS APPLICATION ?	☐	☐
6. HAVE YOU BEEN ACTIVELY ENGAGED, FOR AT LEAST THE 2-YEAR PERIOD BEFORE THE DATE OF APPLICATION IN MAINTAINING AIRCRAFT CERTIFICATED AND MAINTAINED IN ACCORDANCE WITH THE CFRs ?	☐	☐
7. HAS YOUR MECHANIC CERTIFICATE AND/OR RATINGS BEEN REVOKED OR SUSPENDED DURING THE 3-YEAR PERIOD PRECEDING THIS APPLICATION ?	☐	☐
8. HAS AN INSPECTION AUTHORIZATION BEEN DENIED YOU WITHIN 90 DAYS PREVIOUS TO THIS APPLICATION ? IF ANSWER IS "YES", EXPLAIN IN REMARKS.	☐	☐
9. HAVE YOU MET THE MINIMUM REQUIREMENTS FOR RENEWAL OF INSPECTION AUTHORIZATION ? *(For Renewal Only)*	☐	☐

10. BASIS FOR RENEWAL *(Number Performed Per Renewal Period)*

ALTERATIONS		REPAIRS		ANNUAL INSP.		PROGRESSIVE INSP.		RECENT ISSUANCE – IN EFFECT LESS THAN 90 DAYS BEFORE EXPIRATION DATE. ☐
First Year Period	*Second Renewal Period*	*First Year Period*	*Second Renewal Period*	*First Year Period*	*Second Renewal Period*	*First Year Period*	*Second Renewal Period*	

FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE *(First Year Period)*	FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE *(Second Renewal Period)*

11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 2 YEARS

DATES	NAME AND ADD MANUF	RIPTION OF ACTIVITY
FROM		
TO PRESENT		
FROM		
TO		
FROM		
TO		

Note 1: Item 12 on the form must state "Endorsement expires in 30 days"

Note 2: Item 14 must be completed and endorsement block checked.

12. REMARKS
"Endorsement expires in 30 days"

13. CERTIFICATION: *I certify that the statements made above and in all attachments hereto are correct and true.*

DATE	SIGNATURE OF APPLICANT

14. RECORD OF ACTION *(For FAA use only)*

	DATE	INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION
☑ ENDORSEMENT	7/31/2013	Ryan S. Clark Ryan S. Clark	NM-FSDO-05
☐ ISSUANCE ☐ RENEWAL ☐ VOLUNTARY SURRENDER	DATE	INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION

FAA Form 8610-1 (07-2010) SUPERCEDES PREVIOUS EDITION

Figure A-8. Knowledge Test Data Record Layout

Knowledge Test Data Record Layout		
A “>” delimiter must separate the fields within each record. Quotes should not be used around text. Quotes and commas are allowed within the fields.		
Field #	**Content**	**Description**
1	Test Type	This will be 11 for Airman Knowledge Testing (AKT) Organization Designation Authorization (ODA) holders. REQUIRED.
2	Exam ID	Maximum length of 17 characters. Positions 1–2=test provider ID; positions 3–10=8-digit test date; positions 11–13=3-digit test identifier; positions 14–17=test provider internal use. REQUIRED.
3	Test Date	Format as mmddccyy. Required length is eight characters. Months of January through September must have a leading zero (e.g., 04152010). REQUIRED.
4	Last Name	Maximum length of 50 characters. REQUIRED.
5	First and Middle Name	Format as applicant’s first name, space, applicant’s middle name. Maximum length of 50 characters. REQUIRED.
6	Name Suffix	Maximum length of five characters (e.g., Jr., Sr., III).
7	Applicant ID	Social Security Number (SSN) or birth date (no other ID is acceptable, unless otherwise specifically authorized by the Airman Testing Standards Branch (AFS-630)). Maximum length of nine numeric characters. If date of birth is used in this field, it must be identical to the entry in the Birth Date field. REQUIRED.
8	Birth Date	Format as mmddccyy. Required length of eight characters. Months of January through September must have a leading zero (e.g., 04152010). REQUIRED.
9	Citizenship	Maximum length of three characters. Must contain applicable number from AFS-630’s approved country code list. REQUIRED.
10	Address 1	Maximum length of 75 characters. REQUIRED.
11	Address 2	Maximum length of 75 characters.
12	City	Maximum length of 30 characters. REQUIRED.
13	State	Maximum length of two characters. If this field contains data, the Province Code and Country fields must be blank. Must contain applicable identifier taken from AFS-630’s approved State code list. REQUIRED FOR DOMESTIC ADDRESSES.
14	ZIP Code	Format as #####-#### for U.S. mailing addresses. Minimum length of 5 characters and a maximum length of 10 characters. Four-digit extension is not required, but sixth character must be a dash if extension is entered.

Figure A-8. Knowledge Test Data Record Layout (Continued)

15	Province Code	Maximum length of two characters. If this field contains data, the State field must be blank. Must contain applicable code taken from AFS-630's approved province code list. USE FOR CANADIAN ADDRESSES ONLY.
16	Country	Maximum length of 25 characters. Country name must be spelled out. If this field contains data, the State field must be blank. USE FOR FOREIGN ADDRESSES ONLY.
17	Test Provider	Required length is two numeric characters. Must contain identifier assigned by AFS-630. REQUIRED.
18	Site ID	Format as XXX????? Three alpha characters indicating the test provider, followed by five alphanumeric characters. Must contain applicable identifier from AFS-630's exam site/testing center list. REQUIRED.
19	Test Code	Required length is three characters. Must contain applicable code from AFS-630's approved test code list. REQUIRED.
20	Test Form	Required length is six characters. First three characters must match the Test Code field. REQUIRED.
21	Test Version	Required length is five numeric characters. Contains number indicating when a form was last updated (i.e., 20101=the first tri-annual change cycle for calendar-year 2010). REQUIRED.
22	Test Take Number	Maximum length of two numeric characters. REQUIRED.
23	Test Time	Maximum length of three numeric characters. Time allowed in minutes for answering and reviewing test questions. REQUIRED.
24	Actual Time in Test	Maximum length of three numeric characters. Time in minutes actually spent answering and reviewing test questions (not including time spent on validation questions). REQUIRED.
25	Number of Questions	Maximum length of three numeric characters. Number of questions in the test administered (not including the number of validation questions). REQUIRED.
26	Overall Number Score	Maximum length of three numeric characters. Numeric score of the exam. REQUIRED.
27	Overall Pass or Fail Indicator	Maximum length of one character. Pass=P; Fail=F. REQUIRED.
28	Graduation Date	Format as mmddccyy. Required length is eight characters. The months of January through September must have a leading zero (e.g., 04152010).
29	Aviation School	Maximum length of eight characters. Must contain applicable code from AFS-630's approved 14 CFR part 141 or 147 school list. If Graduation Date field contains data, this field is required.

Figure A-9. Knowledge Test Question Data Record Layout

Knowledge Test Question Data Record Layout		
A “>” delimiter must separate the fields within each record. Quotes should not be used around text. Quotes and commas are allowed within the fields.		
Field #	**Content**	**Description**
1	Exam ID	Maximum length of 17 characters. Positions 1–2=Airman Knowledge Testing (AKT) Organization Designation Authorization (ODA) holder ID; positions 3–10=8-digit test date; positions 11–13=3-digit test identifier; positions 14–17=AKT ODA holder, internal use. REQUIRED.
2	Question Number	Maximum length of 10 numeric characters. REQUIRED.
3	Question Sequence Number	Maximum length of three numeric characters. Number indicating the placement order of the question on the test. REQUIRED.
4	Actual Time in Question	Maximum length of five numeric characters. Time in seconds for each question answered, including time for review. REQUIRED.
5	Question Result	Maximum length of one character. Correct=C; Incorrect=I; Omitted=O. REQUIRED.
6	Topic Code	Maximum length of 10 numeric characters. REQUIRED.
7	Correct Answer	Maximum length of one character. Letter indicating correct answer for the question. REQUIRED.
8	Applicant Answer	Maximum length of one character. Letter indicating applicant’s answer for the question. This field may be blank if the applicant did not answer the question.
9	Learning Statement Code	Maximum length of six characters. REQUIRED.

Figure A-10. Validation Question Data Record Layout

Validation Question Data Record Layout		
A “>” delimiter must separate the fields within each record. Quotes should not be used around text. Quotes and commas are allowed within fields. Each FAA form test may contain between zero and five validation questions. Do not transmit a validation question file for a form test that contains no validation questions.		
Field #	**Content**	**Description**
1	Exam ID	Maximum length of 17 characters. Positions 1–2=AKT ODA holder ID; positions 3–10=8-digit test date; positions 11–13=3-digit test identifier; positions 14–17=AKT ODA holder, internal use. REQUIRED.
2	Question Number	Maximum length of 10 numeric characters. REQUIRED.
3	Actual Time in Question	Maximum length of five numeric characters. Time in seconds for each question answered including time for review. REQUIRED.
4	Question Result	Maximum length of one character. Correct=C; Incorrect=I; Omitted=O. REQUIRED.
5	Topic Code	Maximum length of 10 numeric characters. REQUIRED.
6	Correct Answer	Maximum length of one character. Letter indicating correct answer for the question. REQUIRED.
7	Applicant Answer	Maximum length of one character. Letter indicating applicant’s answer for the question. This field may be blank if the applicant did not answer the question.

Figure A-11. Survey Data Record Layout

Survey Data Record Layout		
A “>” delimiter must separate the fields within each record. Quotes should not be used around text. Quotes and commas are allowed within fields.		
Field #	**Content**	**Description**
1	Exam ID	Maximum length of 17 characters. Positions 1–2=AKT ODA holder ID; positions 3–10=8-digit test date; positions 11–13=3-digit test identifier; positions 14–17=AKT ODA holder internal use. REQUIRED.
2	Survey Question 1	Maximum length of one numeric character. Yes=1. No=2. Not applicable=0.
3	Survey Question 2	Maximum length of one numeric character. Yes=1. No=2. Not applicable=0.
4	Survey Question 3	Maximum length of one numeric character. Yes=1. No=2.
5	Survey Question 4	Maximum length of one numeric character. Yes=1. No=2.
6	Survey Question 5	Maximum length of one numeric character. Yes=1. No=2.
7	Survey Question 6	Maximum length of one numeric character. Yes=1. No=2.
8	Survey Question 7	Maximum length of one numeric character. Yes=1. No=2.
9	Survey Question 8	Maximum length of one numeric character. Yes=1. No=2.
10	Crash	Maximum length of one numeric character. Yes=1. No=2. REQUIRED.
11	Comment for #5	Open-ended comment relating to question 5.
12	Comment for #7	Open-ended comment relating to question 7.
13	Survey Question 9	Open-ended comment.
14	Survey Question 10	Open-ended comment.
15	Exam Start Date and Time	Format as mmddccyyhhmi. Required length is 12 characters. Use military time for “hhmi” (e.g., 2:05 p.m.=1405). The months of January through September must have a leading zero. Time must have a leading zero for single-digit hours (e.g., exam started on 4/15/2010 at 9:05 a.m.=041520100905). REQUIRED.
16	Exam End Date and Time	Format as mmddccyyhhmi. Required length is 12 characters. Use military time for hhmi (e.g., 2:05 p.m.=1405). The months of January through September must have a leading zero. Time must have a leading zero for single-digit hours (e.g., exam ended on 4/15/2010 at 9:05 a.m.=041520100905).
17	Unit Member ID	Maximum length of seven characters. First initial, middle initial, first five characters of the unit member’s last name (e.g., JDSmith; AKLee; AMWilso). Last name may be shorter than five characters. REQUIRED.

Figure A-12. Country and Nationality Codes

000 United States
060 American Samoa
064 Micronesia
066 Guam
068 Marshall Islands
069 Northern Mariana Islands
070 Palau
072 Puerto Rico
078 Virgin Islands, U.S.
110 Afghanistan
115 Akrotiri
120 Albania
125 Algeria
142 Andorra
143 Antarctica
145 Angola
146 Anguilla
149 Antigua & Barbuda
150 Argentina
152 Armenia
153 Aruba
154 Ashmore & Cartier Islands
160 Australia
165 Austria
170 Azerbaijan
180 Bahamas, The
182 Bahrain
183 Bangladesh
184 Barbados
185 Baker Island
190 Belgium
193 Belize
194 Benin
195 Bermuda
200 Bhutan
205 Bolivia
207 Bosnia & Herzegovina
210 Botswana
215 Bouvet Island
220 Brazil
225 British Indian Ocean Territory
231 Virgin Islands, British
232 Brunei
245 Bulgaria
252 Burundi
253 Belarus
255 Cambodia
257 Cameroon
260 Canada
264 Cape Verde
268 Cayman Islands
269 Central African Republic
272 Sri Lanka
273 Chad
275 Chile
280 China
281 Christmas Island
283 Cocos (Keeling) Islands
284 Clipperton Island
285 Colombia
287 Comoros
290 Congo
292 Cook Islands
293 Coral Sea Islands
295 Costa Rica
297 Croatia
300 Cuba
303 Curacao
305 Cyprus
309 Czech Republic
315 Denmark
316 Dhekelia
317 Djibouti
318 Dominica
320 Dominican Republic
325 Ecuador
327 Egypt
328 Eritrea
330 El Salvador
332 Equatorial Guinea
334 Estonia
335 Ethiopia
336 Faroe Islands
337 Falkland Islands
338 Fiji
340 Finland
350 France
355 French Guiana
367 French Polynesia
375 French Southern & Antarctic Lands
388 Gabon
389 Gambia, The
390 Germany
391 Ghana
392 Gibraltar
395 Georgia

Figure A-12. Country and Nationality Codes (Continued)

400 Greece
405 Greenland
406 Grenada
407 Guadeloupe
414 Guernsey
415 Guatemala
416 Guinea-Bissau
417 Guinea
418 Guyana
420 Haiti
425 Heard Island & McDonald Islands
430 Honduras
435 Hong Kong
440 Howland Island
445 Hungary
450 Iceland
455 India
458 Indonesia
460 Iran
465 Iraq
470 Ireland
473 Isle of Man
475 Israel
480 Italy
485 Cote d'Ivoire
487 Jamaica
488 Jan Mayen
490 Japan
495 Jarvis Island
496 Jersey
497 Johnston Atoll
500 Jordan
503 Kazakhstan
505 Kenya
508 Kingman Reef
510 Kiribati
515 Korea, South
517 Korea, North
519 Kosovo
520 Kuwait
522 Kyrgyzstan
525 Latvia
530 Laos
540 Lebanon
543 Lesotho
545 Liberia
550 Libya
553 Liechtenstein
560 Lithuania
570 Luxembourg
571 Macau
572 Macedonia
575 Madagascar
577 Malawi
581 Malaysia
582 Maldives
585 Mali
590 Malta
591 Martinique
592 Mauritania
593 Mauritius
594 Mayotte
595 Mexico
599 Sint Maarten
604 Midway Islands
605 Moldova
607 Monaco
608 Mongolia
609 Montserrat
610 Morocco
611 Montenegro
615 Mozambique
617 Namibia
620 Navassa Island
621 Nauru
625 Nepal
630 Netherlands
645 New Caledonia
651 Vanuatu
660 New Zealand
665 Nicaragua
667 Niger
670 Nigeria
675 Niue
680 Norfolk Island
685 Norway
690 Oman
696 Palmyra Atoll
700 Pakistan
710 Panama
712 Papua New Guinea
713 Paracel Islands
715 Paraguay
720 Peru
725 Philippines
727 Pitcairn Islands
730 Poland
735 Portugal

Figure A-12. Country and Nationality Codes (Continued)

747 Qatar
750 Reunion
755 Romania
757 Russia
758 Rwanda
761 Sao Tome & Principe
764 Saint Barthelemy
765 Saint Helena
766 Saint Martin
767 Saint Kitts & Nevis
770 Saint Lucia
772 Saint Pierre & Miquelon
775 Saint Vincent & Grenadines
780 Samoa
782 San Marino
785 Saudi Arabia
786 Serbia
787 Senegal
788 Seychelles
790 Sierra Leone
795 Singapore
797 Slovakia
798 Slovenia
799 Solomon Islands
800 Somalia
801 South Africa
802 South Georgia & South Sandwich Islands
806 Spratly Islands
807 South Sudan
830 Spain
835 Sudan
840 Suriname
842 Svalbard
847 Swaziland
850 Sweden
855 Switzerland
858 Syria
862 Taiwan
864 Tajikistan
865 Tanzania
875 Thailand
878 Timor-Leste
885 Togo
886 Tokelau
887 Trinidad & Tobago
888 Tonga
890 Tunisia
895 Turkmenistan
905 Turkey
907 Turks & Caicos Islands
908 Tuvalu
910 Uganda
915 Ukraine
920 United Arab Emirates
925 United Kingdom
926 Uzbekistan
927 Burkina Faso
930 Uruguay
935 Holy See (Vatican City)
940 Venezuela
945 Vietnam
955 Wallis & Futuna
960 Wake Island
961 Western Sahara
965 Yemen
990 Zambia
995 Stateless
998 Zimbabwe
999 Unknown

U.S. Department
of Transportation
Federal Aviation
Administration

FAA Form 1320-19, Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order 8080.6G CHG 1, Conduct of Airman Knowledge Tests

To: FAA, Attn: Airman Testing Standards Branch (AFS-630), P.O. Box 25082, Oklahoma City, OK 73125 or afs630comments@faa.gov.

(Please check all appropriate line items)

☐ An error (procedural or typographical) has been noted in paragraph _____ on page _____.

☐ Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

☐ In a future change to this directive, please include coverage on the following subject
(briefly describe what you want added):

☐ Other comments:

☐ I would like to discuss the above. Please contact me.

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